

Course Code	Training Title	No. of Days	JAN	FEB	MAR	APR L	MAY	JUN	JLY	AUG	SEPT	OCT	NOV	DEC	COST (USD)
Programs Management: AAI/PM/															
AAI/PM/01	Project Design and Management	3	25-27				3-5						15-17		600
AAI/PM/02	Total Quality Management Systems(QMS) - Leading for Organizational Impact	2		8-10							20-22				675
AAI/PM/03	Project Management, Monitoring & Evaluation	4			21-24							24-27			675
	Maximizing the Performance and Potential of Project Teams	2	26-27					8-9						2-3	450
AAI/PM/04	Leadership and Management in Development	3		22-24						23-25					650
AAI/PM/05	Project Cycle Management	4			28-31						12-15				595
AAI/PM/06	Project Management for PAs, Secretaries and & Administrators	3		15-17				7-9							500
AAI/PM/07	Proposal Writing, Fund Raising & Grant Management	4	24-27					27-30							650
AAI/PM/08	Advanced Project Cycle Management Skills for Large Projects and Programs	5 ½	23-27											4-8	995
AAI/PM/09	Enhancing Report Writing and Dissemination	2 ½			13-15						4-6				550
Monitoring and Evaluation: AAI/ME/															
AAI/ME/01	Monitoring & Evaluation	4	24-27									24-27			595
AAI/ME/02	Advanced Tools and Techniques for Data Analysis & Presentation	4		21-24										12-15	725
AAI/ME/03	Results Based Monitoring & Evaluation- From Monitoring & Evaluation to Theory of Change & Contribution Assessment 5	5	14-17						17-21					20-24	995
AAI/ME/04	Results Based Monitoring & Evaluation- From Monitoring & Evaluation to Theory of Change & Contribution Assessment 10	10				19-28							8-17		1995
AAI/ME/05	Qualitative Data Management and Analysis with NVivo (Concept & Approaches)	4				25-28								28-01	895
AAI/ME/06	M & E, Data Management & Analysis for Health Sector Programmes	5					8-12					9-13			855
AAI/ME/07	SPSS	4					23-26				26-29				750
AAI/ME/08	How to Set Up Functional M and E System in Your Organization	24-27								22-25					775
Finance Management AAI/FM/															
AAI/FM/01	Grant Management	3		8-10				19-21						6-8	575

AAI/FM/02	Advanced Grant Management	5				25-28					9-13			995
AAI/FM/03	Finance and Managerial Accounting for Non-Finance Managers	3	25-27						2-4					650
AAI/FM/04	Advanced Financial Forecasting and Modeling	3 ½			7-10							14-17		795
AAI/FM/05	Financial Analysis, Management and Budgetary Control	3			13-15			7-9		4-6				825
AAI/FM/06	Accounting Packages and Financial Systems for Donor Funded Projects	3				2-5			16-18		2-4			695
AAI/FM/07	International Financial Reporting Standards(IFRS)	3		6-8					5-7					650
AAI/FM/08	NGO Financial Management , Tax & Auditing	3	23-25										11-13	650
AAI/FM/09	International Seminar on Strategy, Planning and Budgeting	2		9-10									14-15	595
AAI/FM/10	Project Cost Estimation and Monitoring	3			13-15						16-18			695
AAI/FM/11	Lean and Sigma	3					15-17		28-30					825
AAI/FM/12	Monetary and Fiscal Policies Management for Legislators& County Leaders	4				18-21							12-15	1255

Procurement: AAI/PS/

AAI/PS/01	Procurement and Supply Chain Management	3		1-3					7-9					550
AAI/PS/02	Procurement & Logistics Seminar: <i>Enhancing Your Procurement Strategy & Strategic Sourcing Framework</i>	3			5-7					20-22				595
AAI/PS/03	Advanced Logistics and Supply Chain Management	5			28-31							6-10		995
AAI/PS/04	Tendering Processes and Vendor Management	3		15-17					10-12					775
AAI/PS/05	Contract Management & FIDIC Conditions of Contract	2			30-31								4-5	675

Human Resources: AAI/HR/

AAI/HR/01	Human Resources Management	3						14-16						675
AAI/HR/02	Leadership & Interpersonal Skills for HR Professionals	3		1-3						13-15				725
AAI/HR/03	Office and Administrative Support	3					17-19					8-10		550
AAI/HR/04	Workforce Planning													795
AAI/HR/05	Training Needs Analysis and Staff Development	3	18-20					14-16					13-15	795
AAI/HR/06	Institutional Corporate Planning and Strategic Management	3	15-17					21-23					6-8	795
AAI/HR/07	Health & Safety Management	3			1-3				2-4					650

Personal Development: AAI/PD/

AAI/PD/01	Effective Communication, Presentation & Public Speaking Skills	3		1-3			3-5							845
AAI/PD/02	Assertiveness Training	2			2-3							7-8		495
AAI/PD/03	Communication and Interpersonal Skills for Technical Professionals & Scientists	3					3-5					25-27		595
AAI/PD/04	Developing Your Emotional Intelligence	2						12-13					23-24	450
AAI/PD/05	Analytical & Decision Making Skills	2	23-24					5-6						550
AAI/PD/06	People Management and Supervisory Skills	3			6-8					7-9				595
AAI/PD/07	Leadership and Team Development for Managerial Success	3		6-8						7-9				650
AAI/PD/08	Leadership, Innovation and Change Management	3	25-27						26-28				29-1	695
AAI/PD/09	International Workshop on Child Safety & Security							28-30						675

Organization Development: AAI/OD/

AAI/OD/01	Organization & Program Risk Management seminar: <i>'Embedding the culture of risk management in your organization'</i>	3					17-19					18-20		595
AAI/OD/02	Institutional Governance, Technical Leadership and Management	3					10-12					4-6		750
AAI/OD/03	International Seminar on "Organization Management & Leadership"- <i>Becoming a Highly Effective Leader</i>	3			22-24						27-29			695
AAI/OD/04	International Conference on Staff Performance Management, Appraisal and Evaluation Techniques	3	25-27					7-9					13-15	855
AAI/OD/05	Improving the Performance of NGO Boards	3						28-30					13-15	995
AAI/OD/06	Local Authorities Resource Mobilization and Management	3					26-28					29-01		850
AAI/OD/07	Participatory Management of Rural Development Programmes	4							25-28					595
AAI/OD/08	Public Private Partnerships for Development	4					23-26					22-25		995
AAI/OD/09	Strategic Planning, Thinking & Management	3			20-22						11-13			650
AAI/OD/10	Conflict Resolution & Mediation Management Skills	3					24-26			7-9				595

AAI/OD/11	International Seminar on Social accountability	3					16-18					10-12			595
AAI/OD/12	Gender Based Violence & Gender Mainstreaming	3			25-27								28-30		545
AAI/OD/13	Concept Development & Proposal Writing Seminar for Post Graduate Students and Researchers	3			1-3					9-11					650
AAI/OD/14	Disaster Risk Preparedness & Management	3			6-8							18-20			550
AAI/OD/15	Event Management	3		8-10				14-16						22-24	550
AAI/OD/16	Management Skills for New Supervisors	3							5-7				23-25		550
AAI/OD/17	Institutional Development Planning: Framework, Design and Techniques	2		9-10										4-5	750
AAI/OD/18	Media Communication and Advocacy	3						24-26					11-13		500
AAI/OD/19	Excellent Communications, Customer Care and Public Relations Skills Workshop	3			1-3								25-27		855
Business & Micro Finance Management: AAI/BMF															
AAI/BMF01	Measuring and Improving Business Performance	3					26-28					6-8			495
AAI/BMF02	Basic Entrepreneurial and Business Management Skills	3						9-11					16-19		495
AAI/BMF03	Micro-finance Management, Monitoring, Governance and Reporting	4					18-21					5-8			545
AAI/BMF04	Import-Export/International Entrepreneur	3								19-21					550
AAI/BMF05	Business Writing Skills	3		21-23								12-14			495
AAI/BMF06	Improving Operating Efficiencies & Development Strategies in MFIs	3							26-28					4-6	550
AAI/BMF07	Strategic Financial Management	3							14-16				25-27		675
AAI/BMF08	Business Case Writing				8-10									6-8	995
Information Technology: AAI/IT/															
AAI/IT/01	Information Technology Management	3					5-7							1-3	795
Environment, Food and Security: AAI/EFS															
AAI/EFS01	Food Insecurity, Vulnerability Information and Mapping Systems	4			21-24								17-20		1295
AAI/EFS02	Improving Post Harvest Grain Management Practices	3						24-26						22-24	995
AAI/EFS03	Community, Sustainable Livelihoods and Food Security Management	5						22-26						4-8	1595
AAI/EFS04	Agricultural Project Planning Implementation & Management	4			28-31								10-13		1295

