



TRAINING WORKSHOPS CALENDAR FOR 2026 - 2027

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COURSE DATES	DAYS	COURSE TITTLE	PER PERSON
7th - 9th Jul 2026	3	Finance Management for NGOs	2000 EUR
22nd - 24th Sep 2026	3	Monitoring and Evaluation Training Workshop	2000 EUR
28th – 30th Oct 2026	3	Proposal Writing & Fundraising Workshop	2000 EUR
3rd - 5th Nov 2026	3	Grants Management Training Workshop	2000 EUR
11 th -13 th November 2026		Climate Change Adaptation, Environmental Resilience and Humanitarian Response Training Workshop	2000 EUR
24th - 27th Nov 2026	3	Water, Sanitation & Hygiene Training Workshop	2000 EUR
1st – 3rd Dec 2026	3	Finance Management for NGOs	2000 EUR
13 th -15 th Jan 2027		Humanitarian Safety, Security & Risk Management Training Workshop	2000 EUR
26th – 28th Jan 2027	3	Proposal Writing Resources Mobilization & Fundraising Innovation Training Workshop	2000 EUR
16th - 18th Feb 2027	3	Monitoring and Evaluation Training Workshop	2000 EUR
24 th - 26 th Feb 2027		Humanitarian Programme Management & Project Cycle Management	2000 EUR
2nd-4th March 2027	3	Leadership & Strategic Management in the Development Sector Training Workshop	2000 EUR
16th - 18th March 2027	3	Water, Sanitation & Hygiene Training Workshop	2000 EUR
6th - 8th April 2027	3	Proposal Writing and Fundraising	2000 EUR
27th - 29th April 2027	3	Humanitarian Logistics, Procurement & Supply Chain Management Training Workshop	2000 EUR

25th - 27th May 2027	3	Grants Management Training Workshop	2000 EUR
1st – 3rd June 2027	3	Project Management for NGOs & Development Organizations Training Workshop	2000 EUR
22nd - 24th June 2027	3	Finance Management for NGOs Training Workshop	2000 EUR

COURSE OVERVIEW

The job of Grants Management involves a difficult balancing act; ensuring that project staffs have the attitude to accomplish something meaningful and at the same time, every obligation of the funding source is met. Depending on the operating style of your organization, the complexity of the project and the nature of the funding source, effective Grants Management depend on certain core principles. These Principles are valuable in helping to build trust with your donors and making the management process in your organization more orderly. The purpose of this course is to build the confidence and skills of those responsible for managing institutional donor grants and to meet donors financial terms & conditions when implementing programs. Effective grant management by project implementer s can contribute to more funding for the organization.

TRAINING OBJECTIVES

At the end of the course, participants will be able to:

- Identify and understand the critical terms and conditions of grant aid for donor-funded projects,
- Ensure compliance with donor terms and conditions,
- Providing supporting documents, correct procurement of goods and services and meeting financial reporting requirements,
- Managing multiple-funded programmes,
- Prepare a donor financial report to match with a project narrative report,
- Describe the phases in the Grant Management cycle clarify key responsibilities and routines needed for successful Grant Management,
- Identify the requirements for closing off a donor grant,
- Manage the relationship with donors, head office and implementing partners with greater confidence,
- Appreciate that finance and programme staff must work closely for Successful Grant Management.

THE FOLLOWING TOPICS WILL BE COVERED:

Overview of Grants Management Cycle: Developing proposal, Budgeting Types of costs, Grant Award Contract, Types & contents, Group Exercise, Award Review, Fundraising Tips, Implementation, Compliance, Eligible and ineligible costs, Cost Share/ Matching costs, Procurement Procedures, Grant Tracking Tools, : Costs eligibility, administration, Programme evaluation, Amendment time, costs, activities, partner, Grant Reporting, Financial Documentation and Reporting, Exercise: Documentation, Internal Controls; Audit, Narrative Reporting, Partnerships & consortia management, Donor Compliance, Personnel & Staff Issues (ethics) : Contracts, Time sheets, Travel & Per diem: Itinerary, assigning, Assets & Inventory Management, Co-Financing & Multi- Donor Funding, Indirect Costs & Contingencies, Close Out Procedures & the Final

TRAINING FEE EUR 2000 PER PERSON

How to Register for the Grants Management Workshop Kindly send us an email to :
Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

CLIMATE CHANGE ADAPTATION, ENVIRONMENTAL RESILIENCE & HUMANITARIAN RESPONSE 11–13 NOVEMBER 2026 | ROTTERDAM, NETHERLANDS

Course Overview

Climate change is fundamentally redefining humanitarian and development operations. Escalating droughts, flash floods, extreme weather events, and severe natural resource degradation directly threaten community livelihoods, food security, and access to water worldwide.

This intensive three-day professional workshop equips practitioners with actionable strategies to anticipate emerging risks, build long-term community resilience, and integrate climate and environmental safeguards directly into humanitarian and development interventions. Through expert insights, real-world case studies, and hands-on exercises, participants translate climate risk frameworks into operational realities.

Key Modules & Focus Areas

- **Climate Change & Humanitarian Action**
Emerging Risks & Impacts: Navigating the operational shift driven by extreme weather patterns. Vulnerability & Displacement: Assessing at-risk communities and managing climate-induced migration. Operational Adaptations: Updating response strategies to match changing environmental contexts.
 - **Climate Risk & Adaptation**
Risk Assessment Frameworks: Analyzing localized vulnerabilities and exposure. Adaptation Planning: Designing community-based adaptation models.
Resilient Livelihoods: Safeguarding essential economic and social structures against climate shocks.
 - **Environmental Resilience & Natural Resources**
Sustainable Resource Management: Mitigating environmental degradation during crisis response. Nature-Based Solutions: Implementing ecosystem restoration and sustainable land/water management. Programmatic Safeguards: Embedding environmental protection across all project cycles.
 - **Disaster Risk Reduction & Preparedness**
Early Warning Systems: Moving from reactive response to proactive, anticipatory action. Contingency Planning: Designing rapid-response frameworks tailored to climate disasters. Resilience Building: Pre-emptively strengthening community infrastructure and capacity.
 - **Climate-Smart Humanitarian Programming**
Program Design: Integrating climate sensitivity into baseline needs assessments.
Food & Water Security: Developing sustainable, climate-resilient interventions in WASH and livelihoods. Sustainable Operations: Reducing the carbon and environmental footprint of humanitarian aid.
 - **From Risk to Action**
Project Development: Setting measurable, practical climate adaptation objectives. Impact Measurement: Tracking and evaluating resilience and adaptation outcomes.
Action Planning: Drafting tailored, practical strategies for immediate organizational implementation. Key Participant Outcomes
 - By attending this training, you will gain the capacity to:
 - **Assess & Mitigate Risks:** Identify climate-related operational threats using standardized risk tools.
 - **Mainstream Adaptation:** Embed climate adaptation seamlessly into ongoing humanitarian and development projects.
 - **Enhance Preparedness:** Deploy anticipatory action mechanisms and early warning protocols.
 - **Implement Nature-Based Solutions:** Apply sustainable natural resource management principles directly in the field.
 - **Drive Institutional Change:** Deliver a ready-to-implement Climate Resilience Action Plan tailored to your organization.
- Key Deliverable**
- Personalized Climate Resilience Action Plan:
- Every participant will produce an actionable strategy addressing specific climate and environmental risks

relevant to their organization, program, or operational context. Who Should Attend?

This program is tailored for mid-to-senior professionals seeking to mainstream climate action within their organizations, including:

Humanitarian & Development Practitioners (Program/Project Managers, Field Officers)

Sector Specialists (WASH, Livelihoods, Food Security, DRR, and Climate Adaptation Professionals) MEAL Professionals looking to integrate climate indicators into monitoring frameworks

NGO & INGO Leaders, Government Representatives, and Policy Advisors Methodology

The workshop prioritizes interactive, peer-to-peer learning over passive lectures:

[Expert Briefings] → [Case Study Analysis] → [Group Scenarios] → [Action Plan Drafting] Interactive Case Studies: Analysis of recent real-world humanitarian scenarios.

Collaborative Exercises: Peer review of climate-smart project designs. Practical Scenarios: Simulated risk assessments and emergency planning.

Training Fee: EUR 2,000 per participant (includes training materials, tea breaks, lunches, and certification)

Certification: Participants receive an official Certificate of Participation upon completion. How to Register

Email: workshops@globalreliefinstitute.org Website: www.strategianetherlands.nl

COURSE OVERVIEW

It is estimated that over 1.2 billion people globally lack access to safe clean drinking water and a further 2.6 billion people lack access to adequate and comfortable sanitation. WHO (2005), estimates that 1.6 million die yearly from diarrhea and cholera which have been attributed to inaccessibility to clean drinking water as well as basic sanitation services. 90 of the figure is from children who are below five years and the trend is rampant in developing countries. Water, Sanitation and Hygiene (WASH) are some of the basic needs for human health to lead a normal life. WASH is a practical way of leading people from poverty since every person will be productive and money used to treat the diseases associated with dwindling levels of sanitation and clean water can be used in developing the economy. After decades of investments, an estimated of the words population especially those in third world countries remain with unreliable and unsafe water. Access to safe water is essential for the health, security, livelihood and quality of life and is especially critical to women and girls as they are the most affected and at the same time they are the ones to be burdened with the issues of collecting water. Access to safe human waste disposal methods is crucial for the health and well-being of a community. Lack of the same leads to higher costs of living to the community through pollution of rivers, ground water and higher incidence of air and water borne diseases.

COURSE OBJECTIVES

By the end of the course, the learner should have garnered knowledge and skills on;

- The links between water, sanitation and
- The nature of, and the threats posed by, environmental diseases
- Effective hygiene promotion in a crisis context
- The complexity of delivering safe water and sanitation in an emergency
- The standard equipment used in the field for emergency WASH response.

COURSE OUTLINE:

The course modules include the following

- Introduction to Cleanliness
 - Hygiene Concepts
 - Sanitation Education
 - Public Health
 - Solid and Liquid Waste Management
 - Water Quality Monitoring and Surveillance
 - Water and Sanitation related Diseases
 - Hydrology and Geology
 - Ecological and Environmental Protection
 - Project Work and research
- COURSE FEE EUR 2000 PER PERSON**

How to Register for the WASH Workshop: Kindly send us an email to :

Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

COURSE OVERVIEW

Workshop objective: This Training is designed for non-financial project managers, NGO staff involved in programme planning, implementation and support. It will give the skills needed to set up strong financial systems and procedures, create project budgets, keep basic accounts, prepare and read financial reports.

TARGETED PARTICIPANTS

Programme officers and managers who want to improve their skills in financial planning, control and reporting and government officers working in development projects.

At the end of the training participants will be able to:

- Build project, donor and consolidated budgets using the activity-based budgeting technique
- Prepare and use a simple cash flow forecast and financial monitoring reports
- Prepare and reconcile an analyzed cashbook
- Analyze financial statements and budget monitoring reports to assess performance
- Assess strengths and weaknesses in your NGO's internal control systems
- Describe the four building blocks and the seven principles of financial management and the role they play in achieving good practice in financial management
- Describe the financial management roles and responsibilities of board members, managers, finance and programme staff
- Explain the importance of budgets in planning, control and decision-making
- Explain the key components and language of a cash accounting system
- Explain the link between budgets, accounting records and financial reports
- Recognize that financial management is for everyone
- Appreciate the central role of financial management in achieving an NGO's objectives
- Appreciate the importance of accountability and transparency in an NGO

COURSE OUTLINE

1. INTRODUCTION TO FINANCIAL MANAGEMENT

- Key principles and concepts of financial management
- Importance of Financial Management for NGOs
- Structure and governance of NGOs
- Good practice systems: the building blocks of financial management
- Finance Health Check
- System-design techniques

2. FINANCIAL PLANNING

- Introduction to Financial Planning
- The Financial planning processes
- Cost structures
- Functions and types of budgets
- Practical approaches to building good budgets
- Cash flow forecasting
- Consolidated budgets and budgeting for core costs

3. ACCOUNTING RECORDS

- Introduction to Accounting Records
- Record Keeping
- The accounting process: cash or accruals
- Practical accounting: completing the cashbook
- Bank reconciliation
- Procurement - steps, people and paperwork

4. FINANCIAL MONITORING

- Financial information – who needs what, when and why?
- Using financial statements
- Using budget monitoring reports
- Overview of donor reporting

5. INTERNAL CONTROL SYSTEMS

- How to minimize theft and fraud
- The role of audit
- Internal control policies and procedures development
- Summary of key messages
- Evaluation

COURSE FEE EUR 2000 PER PERSON

The Training will be conducted in English

How to Register for the Finance Management for NGOs Workshop: Kindly send us an email to:

Email: info@globalreliefinstitute.org Website: www.globalreliefinstitute.org

HUMANITARIAN SAFETY, SECURITY & RISK MANAGEMENT TRAINING WORK13TH -15TH JAN 2027 VENUE-ROTTERDAM NETHERLANDS

Course Overview

Humanitarian and development organizations increasingly operate in environments affected by conflict, political instability, natural disasters, crime, public health emergencies and other operational challenges. Effective safety and security management is essential to protect personnel, assets, programmes and the communities they serve.

This three-day professional training workshop provides participants with practical knowledge and approaches for identifying security threats, assessing operational risks and developing appropriate measures to reduce exposure to harm. The training also examines how safety and security considerations can be integrated into programme planning and day-to-day humanitarian operations.

Participants will gain practical insight into security risk assessment, incident management, emergency preparedness, field safety, travel security, crisis response and organizational risk management. Particular attention is given to decision-making in complex and rapidly changing operating environments.

Training Objectives

The workshop is designed to enable participants to:

Understand the key safety and security challenges affecting humanitarian operations. Identify threats, vulnerabilities and potential risks in operational environments.

Apply practical approaches to security and risk assessments. Develop appropriate risk mitigation and contingency measures. Strengthen personal and team safety in field environments.

Integrate security considerations into humanitarian programme planning. Improve preparedness for emergencies, incidents and crises.

Understand effective incident reporting and crisis communication procedures. Strengthen travel, movement and field security practices.

Support organizational duty of care and staff safety.

Develop practical approaches to business continuity and emergency preparedness. Make informed operational decisions in high-risk and rapidly changing environments.

Key Areas Covered

The training will provide practical guidance on:

- Humanitarian safety and security principles
 - Security threats and vulnerability assessment
 - Risk identification, analysis and mitigation
 - Security risk assessment tools and risk matrices
 - Personal security and situational awareness
 - Field movement and travel security
 - Office and accommodation security
 - Emergency preparedness and contingency planning
 - Incident reporting and management
 - Crisis response and communication
 - Evacuation, relocation and business continuity
 - Staff safety and organizational duty of care
 - Security management in humanitarian programmes
 - Coordination and information sharing
 - Post-incident review and organizational learning
- Who Should Attend?

The workshop is suitable for humanitarian and development professionals working in or supporting complex operational environments, including:

Programme and Project Managers Humanitarian and Development Practitioners Field Coordinators

Security and Safety Officers

NGO and INGO Staff
Operations and Logistics Personnel Country Office Staff
Emergency Response Personnel Programme Coordinators
Government and Civil Society Representatives Professionals preparing for field-based humanitarian roles Training Approach

The workshop combines professional presentations, practical exercises, case-based discussions and group activities. Participants will have opportunities to examine realistic operational scenarios and apply risk management approaches to humanitarian situations.

Expected Outcome

Participants will leave the training with practical knowledge and tools to strengthen safety, security, preparedness and risk management within their organizations and programmes. The training is particularly relevant for professionals responsible for personnel safety, field operations and programme delivery in complex environments.

Certificate: Certificate of Completion COURSE FEE EUR 2000 PER PERSON

The Training will be conducted in English How to Register for the Workshop:

Kindly send us an email to:

Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

PROPOSAL WRITING, RESOURCE MOBILIZATION & FUNRAISING INNOVATION TRAINING WORKSHOP 26TH – 28TH JAN 2027
VENUE: SPACE ROTTERDAM, RODE ZAND, ROTTERDAM, NETHERLANDS

COURSE OVERVIEW

In today’s dynamic development landscape, organizations must go beyond traditional fundraising to embrace innovation, digital tools, and strategic partnerships. This 4-day intensive workshop is designed to empower participants with modern techniques in proposal writing, resource mobilization, and innovative fundraising.

Participants will learn to design impactful proposals, apply practical fundraising strategies, and explore emerging global trends that can help their organizations achieve financial sustainability and greater development impact.

COURSE OBJECTIVE

By the end of the training program, participants will be able to:

- Master innovative approaches to resource mobilization and fundraising.
- Identify key steps and strategies in developing successful project proposals.
- Design effective Logical Frameworks (Log Frames) for project planning.
- Create online and digital fundraising strategies using modern platforms.
- Understand why proposals are rejected and how to improve funding success rates.
- Build strong donor networks and strategic partnerships for sustainable funding.
- Develop practical action plans to enhance their organization’s fundraising performance.

TRAINING CONTENT

- Principles of Project Design and Logical Framework Approach (LFA)
- Advanced Concepts in Proposal Writing and Resource Mobilization
- Proposal Writing Drills and Real-World Case Studies

- Common Reasons Proposals Fail – and How to Avoid Them
- Innovative Fundraising: Crowdfunding, Digital Campaigns, and Social Media Tools
- Designing a Comprehensive Fundraising Strategy for Your Organization
- Donor Mapping, Engagement, and Relationship Management
- Sustainability and Impact Measurement in Resource Mobilization

TRAINING METHODOLOGY

The workshop uses a highly interactive and practical approach, combining presentations, case studies, group exercises, and hands-on proposal writing sessions. Participants will also have the opportunity to network with peers and experts from the development sector.

TRAINING FEE

EUR 2,000 per person
(Includes tuition, training materials, and certification.)

How to Register for the Monitoring and Evaluation Workshop: Kindly send us an email to :
Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

COURSE OVERVIEW

To increase your project monitoring and evaluation skills for effective and successful project implementation and tracking for results while expanding your career opportunities.

This onsite course is a comprehensive review of Monitoring and Evaluation as an important ingredient for effective project implementation

.The monitoring and evaluation course will introduce learners to tools and techniques to measure and report project/programme results to your stakeholders, including donors, funders, supervisors or the public. At the end of the course, participants will become familiar with the components of an effective monitoring and evaluation plan, and methods and tools to conduct data collection, statistical analysis and reporting. The course will enable you to prepare the ground for undertaking monitoring and evaluation and analyzing the results. Results Based Monitoring and Evaluation will also help participants understand the key components for effective M&E in order to improve management performance and evidence based decision-making.

WHO SHOULD PARTICIPATE?

Professionals such as Monitoring and Evaluation Officers, Program Officers, Project managers and other professionals who are involved in the monitoring and evaluation processes will benefit from this course.

COURSE OUTLINE:

- Introduction – Introduction to monitoring and evaluation terms and concepts
- Difference between monitoring and evaluation.
- The need for monitoring and evaluation in development projects
- Monitoring in all process of the project cycle
- Types of indicators and Identifying outcome indicators for your project
- Monitoring and Evaluation Framework
- Types of Frameworks
- Role of in Monitoring and Evaluation planning
- Introduction to Monitoring and Evaluation Plan
- Describe the functions of an M&E plan
- Describe the main elements of an M&E plan
- Define standards for an M&E plan
- Implementation modalities
- Data Collection, Capture, and Data Quality Checks
- Identify types of data collection tools, Identify type of tools at each M&E level.
- Define data capture Identify key steps in data capture.
- Define data quality Quantitative methods, Qualitative methods Data
- Analysis, Interpretation and Reporting.
- Role of data analysis in monitoring and evaluation.
- Types of data analysis, Interpretation of data, deciding which reporting methods to use.
- Writing an effective M/E report, Communication of M&E findings for action and accountability

COURSE FEE EUR 2000 PER PERSON

How to Register for the Monitoring and Evaluation Workshop: Kindly send us an email to :
Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

HUMANITARIAN PROGRAMME MANAGEMENT & PROJECT CYCLE MANAGEMENT 24TH-26TH FEBRUARY 2027 VENUE-ROTTERDAM NETHERLANDS

Course Overview

Successful humanitarian programmes require effective planning, coordination, implementation, monitoring and learning. From identifying needs and designing appropriate interventions to managing resources, measuring results and reporting to donors, programme teams must be able to manage the full project cycle while responding to changing needs and operational realities.

This three-day professional training workshop provides participants with a practical understanding of humanitarian programme management and the complete project cycle. It focuses on the tools and approaches required to develop relevant programmes, manage implementation effectively, monitor performance and demonstrate results.

The training is particularly relevant to professionals working with NGOs, INGOs, government institutions, civil society organizations and donor-funded programmes.

Training Objectives

By the end of the workshop, participants will be able to:

- Understand the principles and stages of humanitarian project cycle management.
- Identify and prioritize humanitarian needs and programme priorities.
- Translate identified needs into appropriate programme interventions.
- Develop clear programme objectives, expected results and indicators.
- Apply results-based management approaches to humanitarian programmes.
- Develop practical implementation plans and workplans.
- Identify and manage programme risks and operational challenges.
- Strengthen coordination and stakeholder engagement.
- Integrate accountability and community participation into programme design.
- Establish practical monitoring and reporting systems.
- Use programme information to support decision-making and adaptive management.
- Prepare effective programme progress and donor reports.
- Apply lessons learned to improve programme quality and sustainability.

Key Areas Covered

The training will focus on the practical aspects of:

- Humanitarian programme management principles
- Project and programme cycle management
- Humanitarian needs assessment
- Problem and stakeholder analysis
- Programme identification and prioritization
- Results-based programme design
- Theory of Change and logical frameworks
- Objectives, outputs, outcomes and indicators
- Programme planning and workplan development
- Resource and implementation planning
- Programme risk management
- Stakeholder and community engagement
- Monitoring, evaluation, accountability and learning
- Data collection and programme performance monitoring
- Accountability to affected populations
- Programme reporting and donor requirements
- Programme reviews, evaluations and learning
- Programme closure, sustainability and transition Who Should Attend?

This workshop is designed for professionals involved in humanitarian and development programme design, implementation and management,

including:

Programme Managers Project Managers Project Officers

Programme Coordinators

Humanitarian and Development Practitioners Field Officers

MEAL Officers

Grants and Compliance Officers NGO and INGO Staff

Monitoring and Evaluation Professionals Government and Civil Society Representatives

Professionals seeking to develop careers in humanitarian programme management Training Approach

The training uses a practical and participatory approach, combining professional presentations, case studies, group exercises and real-world programme scenarios. Participants will have the opportunity to apply project cycle management tools to programme planning, implementation, monitoring and reporting.

Expected Outcome

Participants will develop a practical understanding of how to identify needs, design programmes, plan implementation, manage resources, monitor results, strengthen accountability and report programme performance throughout the humanitarian project cycle.

Duration: 3 Days

Certificate: Certificate of Completion COURSE FEE EUR 2000 PER PERSON

The Training will be conducted in English How to Register for the Workshop: Kindly send us an email to:

Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

COURSE OVERVIEW

Leadership in today’s development world goes beyond giving direction — it’s about vision, influence, and the ability to guide teams through change and uncertainty. As organizations grow and challenges evolve, leaders must be equipped with the right tools to think strategically and act decisively.

This four-day workshop brings together professionals from across the development sector to build essential leadership and management skills. Participants will learn how to design effective strategies, manage teams with confidence, and strengthen organizational performance. The sessions combine real-life case studies, practical exercises, and interactive discussions that encourage learning and reflection.

COURSE OBJECTIVES

By the end of the program, participants will be able to:

- Understand key principles of leadership and strategic management in the development context.
- Strengthen decision-making, communication, and problem-solving skills.
- Build and manage high-performing teams that deliver measurable results.
- Apply practical tools for strategic planning and implementation.
- Lead organizational change and drive innovation.
- Foster a culture of accountability, transparency, and results-oriented leadership.

COURSE CONTEXT

- Leadership and strategic management fundamentals
- Transformational and adaptive leadership approaches
- Strategic planning, execution, and evaluation
- Effective communication and emotional intelligence
- Building and motivating strong teams
- Managing change and fostering innovation
- Governance, ethics, and accountability in leadership
- Monitoring and evaluation for strategic decision-making

TRAINING METHODOLOGY

The training uses an interactive approach that blends presentations, case studies, group work, and experience sharing. Participants will take part in discussions and exercises designed to link leadership concepts with real development challenges.

TRAINING FEE EUR 2000 PER PERSON

(Includes tuition, course materials, and a Certificate of Completion.)

How to Register for the Monitoring and Evaluation Workshop: Kindly send us an email to :
Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

WATER SANITATION & HYGIENE TRAINING WORKSHOP 16TH – 18TH MARCH 2027

It is estimated that over 1.2 billion people globally lack access to safe clean drinking water and a further 2.6 billion people lack access to adequate and comfortable sanitation. WHO (2005), estimates that 1.6 million die yearly from diarrhea and cholera which have been attributed to

inaccessibility to clean drinking water as well as basic sanitation services. 90 of the figure is from children who are below five years and the trend is rampant in developing countries. Water, Sanitation and Hygiene (WASH) are some of the basic needs for human health to lead a normal life.

WASH is a practical way of leading people from poverty since every person will be productive and money used to treat the diseases associated with dwindling levels of sanitation and clean water can be used in developing the economy. After decades of investments, an estimated of the words population especially those in third world countries remain with unreliable and unsafe water. Access to safe water is essential for the health, security, livelihood and quality of life and is especially critical to women and girls as they are the most affected and at the same time they are the ones to be burdened with the issues of collecting water. Access to safe human waste disposal methods is crucial for the health and well-being of a community. Lack of the same leads to higher costs of living to the community through pollution of rivers, ground water and higher incidence of air and water borne diseases.

COURSE OBJECTIVES

By the end of the course, the learner should have garnered knowledge and skills on;

- The links between water, sanitation and
- The nature of, and the threats posed by, environmental diseases
- Effective hygiene promotion in a crisis context
- The complexity of delivering safe water and sanitation in an emergency
- The standard equipment used in the field for emergency WASH response.

COURSE OUTLINE:

The course modules include the following

- Introduction to Cleanliness
- Hygiene Concepts
- Sanitation Education
- Public Health
- Solid and Liquid Waste Management
- Water Quality Monitoring and Surveillance
- Water and Sanitation related Diseases
- Hydrology and Geology
- Ecological and Environmental Protection
- Project Work and research COURSE FEE EUR 2000 PER PERSON

How to Register for the WASH Workshop: Kindly send us an email to :

Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

COURSE OVERVIEW

The proposal writing and fundraising activities form the backbone of any development organization. Hence, for sustainable strategies, organizations must enhance their skills and capacity in fundraising and proposal writing by equipping their key members of staff with the emerging and modern trends in Proposal Writing and Fundraising today.

COURSE OBJECTIVES

By the end of the training program, the participants should be able to;

- Identify tips for successful fundraising in Africa
- Design Log Frame
- Identify the key major steps in a proposal
- Design an online fundraising plan for his organization
- Identify at least ten key tips on why proposals are denied funding
- Initiate critical networks with key players in the development sector for purposes of fundraising
- Identify steps for approaching and maintaining effective relationships with donors.

TRAINING COURSE CONTENT

- Project Planning & Design using log frames
- Concepts used in Proposal writing and Fundraising Fundraising
- Proposal writing components. (Proposal writing drills)
- Understanding why some proposals do not get funded
- Online Fund Raising
- Developing a Fund Raising Strategy for your Organization
- Mastering the fundraising environment **TRAINING FEE EUR 2000 PER PERSON**

How to Register for the Proposal Writing and Fundraising Workshop Kindly send us an email to : Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

COURSE OVERVIEW

Effective logistics and procurement systems form the foundation of every successful humanitarian and development response. In today’s world—marked by complex emergencies, global disruptions, and increased accountability demands—organizations must be agile, transparent, and efficient in managing their supply chains.

This 4-day intensive workshop is designed to strengthen participants’ ability to plan, coordinate, and manage humanitarian logistics and procurement functions from end to end. The program combines practical tools, real-life case studies, and interactive sessions to build skills that enhance operational performance in the field and beyond.

TRAINING OBJECTIVES

By the end of the training, participants will be able to:

- Understand the key components of humanitarian logistics and supply chain systems.
- Plan and manage procurement operations in both emergency and development contexts.
- Oversee warehousing, inventory control, and distribution processes effectively.
- Apply cost management and risk mitigation strategies in logistics operations.
- Strengthen coordination and partnerships within humanitarian supply chains.
- Integrate innovative technologies and approaches to improve transparency and accountability.
- Training Course Content
- Overview of Humanitarian Logistics and Supply Chain Management
- Procurement Planning and Vendor Management
- Warehousing, Inventory, and Fleet Coordination
- Transportation and Distribution in Humanitarian Operations
- Risk Management and Financial Accountability in Logistics
- Ethical Standards and Performance Monitoring
- Building Strategic Partnerships and Coordination Mechanisms
- Emerging Innovations and Global Trends in Humanitarian Supply Chains

WHO SHOULD ATTEND:

The training is ideal for:

- Humanitarian and development practitioners
- Procurement, logistics, and supply chain professionals
- NGO, INGO, and UN agency staff
- Government officers in disaster and emergency management
- Project and operations managers involved in resource mobilization and field coordination

CERTIFICATE

Participants will receive a Certificate of Participation in Humanitarian Logistics, Procurement & Supply Chain Management awarded by Global Relief Institute.

Training Fee: EUR 2,000 per person Duration: 4 Days

Venue: Wijnhaven 36, 3011 WS Rotterdam

How to Register for the Grants Management Workshop Kindly send us an email to :

Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

COURSE OVERVIEW

The job of Grants Management involves a difficult balancing act; ensuring that project staffs have the attitude to accomplish something meaningful and at the same time, every obligation of the funding source is met. Depending on the operating style of your organization, the complexity of the project and the nature of the funding source, effective Grants Management depend on certain core principles. These Principles are valuable in helping to build trust with your donors and making the management process in your organization more orderly. The purpose of this course is to build the confidence and skills of those responsible for managing institutional donor grants and to meet donors financial terms & conditions when implementing programs. Effective grant management by project implementer s can contribute to more funding for the organization.

TRAINING OBJECTIVES

At the end of the course, participants will be able to:

- a) Identify and understand the critical terms and conditions of grant aid for donor-funded projects,
- b) Ensure compliance with donor terms and conditions,
- c) Providing supporting documents, correct procurement of goods and services and meeting financial reporting requirements,
- d) Managing multiple-funded programmes,
- e) Prepare a donor financial report to match with a project narrative report,
- f) Describe the phases in the Grant Management cycle clarify key responsibilities and routines needed for successful Grant Management,
- g) Identify the requirements for closing off a donor grant,
- h) Manage the relationship with donors, head office and implementing partners with greater confidence,
- i) Appreciate that finance and programme staff must work closely for Successful Grant Management.

THE FOLLOWING TOPICS WILL BE COVERED:

Overview of Grants Management Cycle: Developing proposal, Budgeting Types of costs, Grant Award Contract, Types & contents, Group Exercise, Award Review, Fundraising Tips, Implementation, Compliance, Eligible and ineligible costs, Cost Share/ Matching costs, Procurement Procedures, Grant Tracking Tools, : Costs eligibility, administration, Programme evaluation, Amendment time, costs, activities, partner, Grant Reporting, Financial Documentation and Reporting, Exercise: Documentation, Internal Controls; Audit, Narrative Reporting, Partnerships & consortia management, Donor Compliance, Personnel & Staff Issues (ethics) : Contracts, Time sheets, Travel & Per diem: Itinerary, assigning, Assets & Inventory Management, Co-Financing & Multi- Donor Funding, Indirect Costs & Contingencies, Close Out Procedures & the Final Tranche.

TRAINING FEE EUR 2000 PER PERSON

How to Register for the Grants Management Workshop Kindly send us an email to :

Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

PROJECT MANAGEMENT FOR NGOS & DEVELOPMENT ORGANIZATIONS TRAINING WORKSHOP- 1ST -3RD JUNE 2027 VENUE: SPACES ROTTARDAM, RODE ZAND, ROTTARDAM, NETHERLANDS

COURSE OVERVIEW

Strong project management is the driving force behind successful development work. This four-day intensive workshop is designed to strengthen the capacity of professionals working with NGOs and development organizations to plan, implement, and manage projects efficiently.

The training focuses on practical skills that can be applied immediately within ongoing or upcoming projects. Through interactive sessions, real-life case studies, and group discussions, participants will learn how to deliver projects that meet objectives, satisfy donors, and create lasting community impact.

CAREER OBJECTIVES

- By the end of the workshop, participants will be able to:
- Apply structured project management approaches suited to development work.
 - Prepare clear project plans and logical frameworks.
 - Align project goals with donor and organizational priorities.
 - Manage project budgets, timelines, and resources effectively.
 - Monitor progress and report on results using practical M&E tools.
 - Identify challenges early and develop workable solutions.
 - Training Course Content
 - Project Management principles in the development sector
 - Project life cycle: Initiation, Planning, Implementation, Monitoring & Closure
 - Logical Framework Approach (LFA) and Results-Based Management
 - Stakeholder analysis and engagement
 - Developing budgets and financial accountability systems
 - Risk management and adaptive project planning
 - Monitoring and Evaluation for learning and accountability
 - Sustainability and exit strategy planning

TARGET GROUP

This training is ideal for Project Managers, Program Officers, M&E Specialists, NGO Staff, Development Practitioners, Donor Representatives, and Consultants seeking to enhance their project management skills in the development and humanitarian fields.

Training Fee: EUR 2000 per person
Duration: 4 Days

Certification: Certificate of Participation will be awarded upon completion.

To Register:
Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org

WORKSHOP OBJECTIVE:

This Training is designed for non-financial project managers, NGO staff involved in programme planning, implementation and support. It will give the skills needed to set up strong financial systems and procedures, create project budgets, keep basic accounts, prepare and read financial reports. TARGETED PARTICIPANTS

Programme officers and managers who want to improve their skills in financial planning, control and reporting and government officers working in development projects.

- At the end of the training participants will be able to:
- Build project, donor and consolidated budgets using the activity-based budgeting technique
 - Prepare and use a simple cash flow forecast and financial monitoring reports
 - Prepare and reconcile an analyzed cashbook

- Analyze financial statements and budget monitoring reports to assess performance
- Assess strengths and weaknesses in your NGO's internal control systems

- Describe the four building blocks and the seven principles of financial management and the role they play in achieving good practice in financial management
- Describe the financial management roles and responsibilities of board members, managers, finance and programme staff

- Explain the importance of budgets in planning, control and decision-making

- Explain the key components and language of a cash accounting system
- Explain the link between budgets, accounting records and financial reports
- Recognize that financial management is for everyone
- Appreciate the central role of financial management in achieving an NGO's objectives
- Appreciate the importance of accountability and transparency in an NGO

COURSE OUTLINE

1. INTRODUCTION TO FINANCIAL MANAGEMENT

- Key principles and concepts of financial management
- Importance of Financial Management for NGOs
- Structure and governance of NGOs
- Good practice systems: the building blocks of financial management
- Finance Health Check
- System-design techniques

2. FINANCIAL PLANNING

- Introduction to Financial Planning
- The Financial planning processes
- Cost structures
- Functions and types of budgets
- Practical approaches to building good budgets
- Cash flow forecasting
- Consolidated budgets and budgeting for core costs

3. ACCOUNTING RECORDS

- Introduction to Accounting Records
- Record Keeping
- The accounting process: cash or accruals
- Practical accounting: completing the cashbook
- Bank reconciliation
- Procurement - steps, people and paperwork

4. FINANCIAL MONITORING

- Financial information – who needs what, when and why?
- Using financial statements
- Using budget monitoring reports
- Overview of donor reporting

5. INTERNAL CONTROL SYSTEMS

- How to minimize theft and fraud
- The role of audit
- Internal control policies and procedures development
- Summary of key messages
- Evaluation

COURSE FEE EUR 2000 PER PERSON

The Training will be conducted in English

How to Register for the Finance Management for NGOs Workshop: Kindly send us an email to:

Email: workshops@globalreliefinstitute.org Website: www.globalreliefinstitute.org