



MANAGEMENT & CAPACITY DEVELOPMENT INTERNATIONAL (MCDI)

Training
Personal Service
Consultancy

MANAGEMENT & CAPACITY DEVELOPMENT CALENDAR / PLANNER 2025-2026

Dates	Course	Why you need to attend the course	Target
January	06 th – 17 th Advocacy and Lobbying skills	By the end of this course, you will be able to: - <i>Improve your knowledge, skills and attitudes in advocating for the weak</i> - <i>Enhance your advocacy and negotiating skills</i> - <i>Improve your understanding of international and national policy environment</i> - <i>Enhance your insights into citizens' rights and obligations.</i>	- Project Managers - NGO Staff - Programme Officers - HR Managers - CBO workers
	20 th – 31 st Client Orientation and Public Relations	By the end of this course, you will be able to: - <i>Describe functions of customer care and public relations</i> - <i>Describe PR and customer care in the context of communication processes</i> - <i>Explain the process of customer analysis and segmentation</i> - <i>Explain different approaches, tools and mechanisms for customer care and PR</i> - <i>Draw up public relations campaigns and programmes.</i>	- PR Managers - Officers in Police, & other Security Organisations. - Bankers - Hoteliers - Airline workers - Front Office Managers
February	03 rd – 14 th Consultancy Skills	By the end of this course, you will be able to: - <i>Develop your capacity to carry out consultancy services effectively</i> - <i>Improve your knowledge and skills in preparing and costing consultancy proposals</i> - <i>Enhance your negotiation skills</i>	- NGO & CBO managers - Lecturers - Government officials - Individuals in consulting business
	17 th – 28 th Effective Communication and Presentation Skills	By the end of this course, you will be able to: - <i>Improve your knowledge and skills in oral and written communication</i> - <i>Explain the various tools for effective communication</i>	- PR Managers - Front Office Managers - Bankers - Officials dealing with the Public - Airline workers
March	03 rd – 14 th Effective Meetings and Minutes writing	By the end of this course, you will be able to: - <i>Chair meetings efficiently and effectively</i> - <i>Plan and Organise effective meetings</i> - <i>Write appropriate minutes</i> - <i>Make clear presentations at meetings</i> - <i>Participate effectively in committee meetings</i> - <i>Write and present good reports</i>	- Executive Secretaries - Personal Assistants - Administrative Officers - Clerks of committees and Commissions - Officials working with Commissions
	17 th – 28 th Mentoring and Coaching Skills	By the end of this course, you will be able to: - <i>Identify different approaches to employee coaching</i> - <i>Differentiate between coaching and mentoring</i> - <i>Identifying mentoring needs together with Mentees</i> - <i>Develop a well Structured a mentoring programme</i>	- Leaders in Project work - Managers in NGO & Private sector - School leaders and Senior Teachers - Supervisors at all levels in NGOs, CBOs, and Public sector - Staff being prepared for supervisory roles



MANAGEMENT & CAPACITY DEVELOPMENT INTERNATIONAL (MCDI)

Training
Personal Service
Consultancy

April	01 st – 11 th	Records and Archives Management skills	By the end of the course, you will be able to: - Appreciate the importance of records to an organization - Explain procedures relating to records Management - Explain the techniques of writing and recording official letters - Practice the effective records and document control system - Design systematic techniques of keeping, disposing & updating files/records.	- Records and Archives staff in NGO & Private sector - Records officers in Public sector - Personal Assistants - Executive Secretaries - Project staff - Front desk managers
	14 th – 30 th	Employee Relations Management in the workplace	By the end of the course, you will be able to: - Explain the role of social partners in the promotion of industrial relations - List key aspects of industrial democracy - Bargain collectively for the benefit of both employees and employers - Resolve industrial disputes	- Human Resource Managers - Top management in NGO & private sector - Administrative Officers - Team leaders in private sectors Companies
May	05 th – 16 th	Procurement and Contracts Management	By the end of the course, you will be able to: - Explain the general procurement and contract management environment - Describe an effective procurement management process - Describe the procurement and contract legal framework in Uganda - Design procurement plans, draw effective specifications, and develop terms of references (TORs) - Prepare sound and acceptable bids/proposals for consultancies, supplier etc - Undertake pre-qualification and short listing; evaluation of bids - Award bids and prepare sound contact agreements - Appreciate contract administration, management/ supervision, evaluation, monitoring and follow up.	- Administrative Managers in NGOs and Private sector - Business people involved in Supplying, Contracting, Consultancy, Purchasing / Procurement - Public Officials involved in Procurement and Disposal process - Town Clerks, Sub-County Chief, and all Local Government Officials
	19 th – 30 th	Training Needs Identification and Analysis (TNI/A)	By the end of the course, you will be able to: - Design and conduct a Gap Analysis exercise - Identify Training Needs from Non-Training Needs - Develop TNI/A Tools; Administer the tools; and Analyse the collected data - Write TNA reports and design training plans from the TNA exercise	- I/C Capacity Building programmes in both Public, NGO and Private Companies - Human Resource Managers - Trainers, Teachers, and Education specialists - People working in projects and programmes
June	02 nd – 13 th	Entrepreneurship and Business Development Skills	By the end of the course, you will be able to: - Explain the key ingredients in Business Development - Develop business plans that work - Improve on their business creativity skills - Develop personal business skills	- Business Development Managers in NGOs and Development Organisations; - Owners / Managers of Start-Ups and young organizations - Employees nearing retirement - Young youth fresh from University eager to start business



MANAGEMENT & CAPACITY DEVELOPMENT INTERNATIONAL (MCDI)

Training
Personal Service
Consultancy

July	16 th – 27 th	Financial Management & Accounting for Non-Financial Managers	By the end of the course, you will be able to:	- Explain key elements of financial Management, Analysis, and Reporting - Acquire skills in financial planning, budgeting and management - Apply measures and procedures to mitigate fraud and financial misappropriation - Prepare accountability reports for resources under their responsibility	- Administrative Managers in NGO & Private sector - Project Supervisors - Human Resource Managers - Executive Personal Assistants - Councilors - Heads of Educational Institutions and their deputies
	01 st – 11 th	Front Office Management and Administrative Skills	By the end of the course, you will be able to:	- Explain the office environment and the importance of good working relations - Appreciate the importance of safety, security and confidentiality in the office. - Organise their offices and their bosses - Appreciate the importance of effective communication - Handle phone calls, mails, Emails and visitors professionally	- Secretaries - Personal Assistants - Customer care staff - Office Messengers - Gate / Reception Managers - Business Ushers - Security check-point managers
	14 th – 25 th	Monitoring and Evaluation of Projects and Programmes	By the end of the Programme you will be able to:	- Identify and Formulate Critical Performance Indicators in Projects - Explain the Logical Framework (Log Frame) process - Design a Monitoring and Evaluation System - Design and Conduct Monitoring and Evaluation Studies - Produce Monitoring and Evaluation Reports	- Individuals working on Project Teams - Project managers - Project staff involved in critical levels - Financial managers for projects - Staff involved in M&E for projects and programmes
	04 th – 15 th	Participatory Rural Appraisal and Learning (PRA/L) Techniques	By the end of this course, you will be able to:	- Analyse the importance of participatory Appraisal techniques in helping communities to mobilize their human and natural resources [problem definition, Assessment, local institutional capacities evaluation, prioritisation, site plans, adoption and implementation] - Explain the use of multi-disciplinary teams of specialists and local leaders to work together for better understanding of problems, needs and opportunities - Develop community action plans. - Mobilise resources for implementation of plans.	- NGO staff - CBOs, FBOs, and Charities - Local Government community Development Officers, - Local Development Organizations
August	18 th – 29 th	Procurement and Supply Chain Management	By the end of the course, you will be able to:	- Explain the process involved in the procurement of goods, services and works - Develop procurement plans - Explain the public and private sourcing methods of procurement - Conduct a supplier appraisal and evaluation exercise - Appreciate the procurement Legal Framework in Uganda - Prepare tender documents, Administer and manage a contract - Negotiate win-win contracts	- Individuals involved in Purchasing and procurement for companies - Staff working in Procurement units - Members of Contracts committees - Administration Managers - Staff Members who participate in evaluation of bids, and Stock boards of surveys - Staff members dealing with organizational stores management



MANAGEMENT & CAPACITY DEVELOPMENT INTERNATIONAL (MCDI)

Training
Personal Service
Consultancy

September	01 st – 12 th	Proposal Writing and Resource Mobilisation for projects	By the end of the course you will be able to: - Explain the various types of Proposals - Appreciate the tools of Resource Mobilization - Write good funding proposals - Make credible reports to donors.	- Project Officers - Resource Mobilisation staff - Finance Managers - Administrative managers - Business Development Managers
	15 th – 26 th	Train The Trainer Facilitation Skills	By the end of this course, you will be able to: - Explain the concept of effective trainer for development - Identify participatory training needs for performance - Design and implement effective training activities - Monitor and report training activities	- Capacity Development staff - Development workers in NGO, CBO, and FBOs - Staff working in Learning and Development units - Community Facilitators
October	06 th – 17 th	Planning and Managing Retirement	By the end of this course, you will be able to: - Design appropriate retirement schemes for staff members - Manage satisfactory staff exit from the organisation - Design comprehensive beneficial welfare schemes for staff - Counsel staff for retirement plans - Manage personal retirement well	- Human Resource Managers - Employees nearing retirement - Administrative managers - Welfare managers in Public and Private organisations - Labour law practitioners involved in labour matters
	20 th – 31 st	Advocacy and Lobbying Sills for Development	By the end of this course, you will be able to: - Identify and champion an advocacy Agenda - Design tools for effective advocacy and lobbying - Appreciate the practical advocacy approaches for community causes - Explain the Advocacy levels, tactics, roles and obligations.	- Community workers - Social Activists - Programme managers in NGO and CBOs - Public policy officials - Human Rights defenders
November	03 rd – 14 th	Competence Based Interviewing and Selection (CBIS) for Interviewees & Panel members	By the end of this course, you will be able to: - Appreciate the general effective recruitment process - Explain the keys to effective Interviewing & Selection - Develop the tools for effective CBIS - Practice CBIS as a Panelist	- Staff members involved in People Management - Staff members serving on Interview Panels - Team leaders / Heads of Department - Members of Service Commissions (in central and local government)
	17 th – 28 th	Diplomacy, Protocol, and protection (handling) VIPs skills.	By the end of this course, you will be able to: - Appreciate the various types of, and situations requiring protocol & diplomacy - Describe the various stages in Protocol (National and International) - Explain the various tools, & emotional Intelligence required in diplomacy and protocol - Share best practices in VIP protection - Develop action plans for diplomacy, protocol and VIP protection.	- All careers planning to explore further career opportunities - Young Careers completing university and other Tertiary institutions - Individuals looking to change their career - Imminent graduates in final years



MANAGEMENT & CAPACITY DEVELOPMENT INTERNATIONAL (MCDI)

Training
Personal Service
Consultancy

December	01 st – 12 th	Report Writing Skills	By the end of this course, you will be able to:	- Programme managers - Resource mobilization staff - Business development experts - Administrative managers - Individuals involved in writing reports
	15 th – 23 rd	Research Methods Coaching and Practice	By the end of this course, you will be able to:	- Community workers dealing in surveys - Researchers - Students who may be too busy and wish to get hands-on coaching to be proficient in completing their research reports

For inquiries, contact us via email clare.mcdinternational@gmail.com ; or mcdiinternational@gmail.com ; info@mcdinternational.net. You can also call our client service desk on +256(0) 772463138; +250(0) 785200633. If you are in Kenya, Tanzania or Rwanda, you can also reach us through the addresses indicated Website www.mcdinternational.net where you can also check our detailed activities and information on how we can serve you through customized consultancy services, Training, and Personalised Coaching & Mentoring.