



Workshop on Projects Monitoring and Evaluation (PM&E)

April 7 – 11, 2025, 1st Run: Lagos & Port Harcourt

September 22 – 26, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 US\$ for foreign
Participants**

Program overview:

The Projects Monitoring and Evaluation (PME) course offers participants a comprehensive understanding of monitoring and evaluation processes essential for effective project management.

Projects Monitoring and Evaluation (M&E) is crucial for ensuring that projects achieve their intended outcomes efficiently and effectively. This training course provides participants with the essential skills and knowledge to plan, implement, and manage M&E systems for various types of projects.

This course covers key concepts, methodologies, and tools used in monitoring project progress, assessing performance, and evaluating project outcomes, enabling participants to enhance project effectiveness and achieve desired results.

For whom:

This course is designed for project managers, program officers, development practitioners, government officials, and anyone involved in planning, implementing, or managing projects. Participants should have a basic understanding of project management principles.

Learning Objectives:

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

- gain a comprehensive understanding of the principles, concepts, and importance of M&E in project management.
- learn how to design and develop M&E frameworks tailored to different project types and objectives.
- acquire skills in collecting relevant data, using appropriate methods and tools, and analyzing data to assess project progress and impact.
- Develop skills in assessing project performance, analyzing data collected during monitoring activities, and identifying strengths, weaknesses, and areas for improvement.
- learn how to effectively report M&E findings to stakeholders and use communication strategies to enhance project accountability and transparency.
- Explore various evaluation techniques and methodologies, including impact assessment, outcome mapping, and participatory evaluation, to assess the effectiveness, relevance, and sustainability of project interventions.
- explore ways to use M&E results for project decision-making, adaptive management, and continuous improvement.

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

Course Outline:

Day 1: Module 1: Introduction to Monitoring and Evaluation

- Overview of monitoring and evaluation concepts and frameworks
- Importance of M&E in project management and accountability

Module 2: Developing Monitoring Plans

- Setting project objectives, outcomes, and indicators
- Designing monitoring frameworks and data collection tools

Day 2: Module 3: Implementing Monitoring Activities

- Data collection methods and techniques
- Monitoring project progress and tracking performance indicators

Module 2: Performance Assessment and Analysis

- Analyzing monitoring data and identifying trends
- Assessing project performance against targets and benchmarks

Day 3: Module 1: Introduction to Project Evaluation

- Purpose and objectives of project evaluation
- Key principles and approaches to project evaluation

Module 2: Evaluation Design and Methodologies

- Designing evaluation plans and methodologies
- Conducting baseline studies and impact assessments

Day 4: Module 1: Data Collection for Evaluation

- Data collection techniques for project evaluation
- Sampling methods and data validation processes

Module 2: Analysis and Interpretation of Evaluation Findings

- Analyzing evaluation data and interpreting results
- Identifying lessons learned and best practices

Module 9: Utilization of M&E Findings

- Using M&E findings for decision-making and project adaptation
- Communicating M&E results to stakeholders effectively

Module 10: Case Studies and Practical Applications

- Analysis of real-world monitoring and evaluation scenarios
- Group exercises and discussions on M&E challenges and solutions

Training Methodology

Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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