Karl Kübel Institute
for Development Education

KKID
Programme Calendar

SEASON 1

January – June

2023

How to Register for a Training at KKID

To participate in any of our **Open Programmes** contact us:

Dr. Tom Jose- Manager Training on **9488189892**.
Email ID-**tomjose@kkid.org**

Mr. Muralitharan- Training Coordinator on **9047698422**.
Email ID- **trainings.desk1@kkid.org**

You can contact us for any of your training requirements be it exclusively for you at KKID (on request) or even at your own premises(in-situ).

Make all your official correspondences to

The Executive Director
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Landline: 09786854541, 095851 54541
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The Art and Skill of Writing a Fundraising Proposal
19-21 January 2023

Programme Concept:

This would mean adequate planning before writing and getting the needed data and information that will convince the donor and make them understand the need for your project intervention. The Logical Framework Approach (LFA) is a highly recommended Project planning tool, widely used across the globe by various donor organisations. It comprises of an integrated package of tools for defining, analysing and strategising. The product of this analytical approach is a full blown proposal with the logframe (the matrix), which summarises what the project intends to do, specifying expected outcomes in measurable terms along with the means to monitor and evaluate success, while foreseeing possible challenges.

Documentation and Reporting Skills
24 - 25 January 2023

Programme Concept:

NGOs communicate with Donors through the reports they sent about their projects and activities. Hence the quality of this communication will depend on the quality of reporting and documentation that is done. With the right to information (RTI) in force, it is also important for NGOs to have accurate information well documented and readily available. Most NGOs today do make efforts to document all initiatives, both for official and record purposes. However what is often seen is a lack of clarity and cohesiveness in the documentation, arising from the fact that there is a lack of professionalism and skill in documenting and reporting.

Supervisory Skills and Team Leadership
1 – 3 February 2023

Programme Concept:

The supervisors play an important role in the management of the projects. In the current competitive project environment, supervisors are under pressure to maintain the momentum and create impacts within their projects. This will be possible only when the supervisors possess the right managerial and leadership skills. This three-day workshop is designed to provide the participants with techniques and skills to enhance their effectiveness as managers and supervisors, who are able to lead a project team effectively by helping the team members to be more efficient & productive.

Project Planning, Management and Administration Using PCM & RBM Tools
7 – 9 March 2023

Programme Concept:

"Begin with the end in mind" and "Failing to plan is Planning to fail" are two famous quotes from the great management scientist - Steven Covey, which is very apt for those involved in development interventions. NGOs are increasingly called upon to use results-based approaches to design, implement and manage programs and projects. Planning the result of a project right at the start and working towards achieving the same will certainly ensure that resources are put to optimum use and beneficiaries receive the best benefits that are committed to them within the project.

Fundraising Strategies for NGOs
21 – 23 March 2023

Programme Concept:

Developing countries in general and India in particular are experiencing severe resource crunch and acquisition of donor funding is more and more challenging, due to internal controls as well as due to deterioration of fund availability. Foreign agencies are changing their policies on acquisition of Local Contribution especially from local government supports. NGOs are hence forced to look for alternatives means and sources. The Fundraising Workshop provides an in-depth look at how you can improve your organization's fundraising efforts. You will learn how to develop a compelling and consistent message, and how to deliver it to increase visibility and support. This course is designed to provide practical tools to identify alternative funding strategy, including corporate partnership.

Baseline Survey, Research and Data Analysis
11 – 13 April 2023

Programme Concept:

Survey and Research has become part of all endeavours today, be it Corporate, Academic institutions or Development Organisations. NGOs are involved in base line survey, Corporate in market and product researches, and Educational institutions with scholastic or community researches. We need to be more professional with data collection, analysis, interpretation and presentation of the findings. Both qualitative and quantitative analysis is much simplified today through computerized tools and we need to be familiar with it. With an aim to help researchers to have a scientific approach to social researches and surveys, a 3-day crash programme is offered to both practitioners and students to familiarize with the concepts of baseline survey / research, its methodology and the use of SPSS for statistical analysis.

Developing Tools for Improving Organisational Visibility Newsletters, Brochures and Annual Report
3 – 5 May 2023

Programme Concept:

Lack of visibility is one key problem for many NGOs from a Donor perspective. The modern publishing software and technical experts can give a high definition look to your brochures and newsletters, but from an NGO perspective it will still be less appealing as it misses the human touch. While you are equipped with essential design knowledge, the newsletters, brochures and reports you create should also reflect your contributions to the world of development. While this 3-day workshop is designed to help participants with essential graphic design, we further support with the art of content writing and composing & layout skills. It will make every brochure, newsletter or annual report you produce not only visually powerful, but effective and inviting!

Finance Management & Statutory Compliance for NGOs
16 – 18 May 2023

Programme Concept:

Putting in place a systematic procedure and having a policy on managing NGO finances is a good indicator for a credible organization. It will make the organisation stand out before government agencies as well as funding sources. Donor agencies would be most happy to render immediate funding support to such NGOs which have systematic policies in place for effective financial management. This 3-day workshop has been specially designed to help finance professionals to maintain the financial efficiency of the organisation through appropriate planning and monitoring of financial transactions, adhering to statutory norms and requirements. This will help NGOs to uphold their financial integrity and the credibility of the organisation.

Monitoring, Evaluation and Accountability Learning
30th May- 1st June 2023

Programme Concept:

Project monitoring is nothing but capturing essential quantitative and qualitative changes in the project under operation. This has become increasingly important and demanded by international donor agencies as well as the CSR and Government programmes. While monitoring is a recurring and continuous process, evaluation is often a onetime process of scrutinizing the end result of a project comparing it with what was planned and what is achieved – measuring the performance. Every project is expected to have an M&E team who will design a plan that will help them learn from the M&E process and show meaningful results. They have to ensure that the M&E plan does maintain accountability, generate and use learnings by all stakes for improvement.

Project Tracking and Coordination Skills
6 – 8 June 202

Programme Concept:

Project tracking is a project management technique for keeping track of how tasks in a project are progressing. You can compare actual progress to projected progress and uncover concerns that may prevent the project from staying on schedule and under budget by tracking it. Appropriate use of project tracking tools and techniques will help project managers and coordinators to understand how and how much work has been done and what were the resources that were put into use to execute the enlisted activities within a project to meet the objectives and goals. Appropriate and timely tracking of project status is the main coordination skill of every project team.

NGO Management & Organizational Communication
13 – 15 June 2023

Programme Concept:

As of now, there are about 3.2 million registered NGOs operating in India. With the mushrooming of development organisations, most of which are dysfunctional right from the start, the Government is becoming more concerned about the quality and contribution of such non-profit organizations. The quality and sustainability of these organisations depend on several factors like: Style and quality of Organisational which includes organisational communication, ability to lead and manage both people and programmes and the ability and skill of the leader to identify resources and manage resources, which includes human resources, financial resource and material resources,. The three days at KKID will help the participant to get prepared for a better management of NGOs.

Office Management & Administration
28 – 29 June 2023

Programme Concept:

Are you looking for a smart, outstanding and extraordinary person to take care of your office and increase your personal efficiency. Having an effective and efficient office secretary or personal assistant will not only ease your job but also make you available for more valuable works than the routine office chores. Executive secretaries and personal assistants need to be expert multi-taskers – and even if they are doing several things at a time, still the demand to do more will always be there. If that is achieved then your office will be blessed with an indispensable person who is highly organised, excellent in communication, a good team player and more than all that, a person who can face any challenging situation your work will bring. This 2-day workshop will help you to make such an effective and efficient secretary.