

**Washington International Management Institute (WIMI)
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USA**

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2017

Management and Leadership Training Program

WIMI = 3^E

Expertise ♥ Experience ♥ Excellence

**GLOBAL PARTNER FOR HUMAN CAPACITY ENHANCEMENT FOR DURABLE
AND SELF- SUSTAINING TRANSFORMATIONS AND DEVELOPMENT SINCE 1995**

WI301: IMPLEMENTING RESULTS-BASED MANAGEMENT, MONITORING AND EVALUATION SYSTEMS

DATE OF THE SEMINAR: OCTOBER 02-18, 2017

Course Objectives

- Better understand how results-based approach and methodologies translate into effective development strategies and management.
- Discover step-by-step approach for introducing the results-based management (RBM) approach in your organization or for re-orienting the current system to focus on results.
- Be able to use appropriate results-based management tools in development programs.
- Know how to construct the results chains as well as performance indicators based on a set of successful practical cases.
- Identify and learn the steps and the tools for building a results-based monitoring and evaluation system.
- Be able to use results data to improve resource allocation, decision-making and organizational learning.

Major Topics

- RBM: challenges for improving organizational effectiveness in the context of increased accountability and constructive partnerships;
- Origins, basic concepts and salient features of the RBM approach;
- Results-based management system process;
- Developing performance indicators;
- Using targets and benchmarks for judging performance;
- Steps and tools for building a results-based monitoring and evaluation system;
- Results-based management and performance improvement in public services;
- Experience-sharing on implementing a results-based M&E system;
- Using performance information for external accountability, internal management improvement and decision-making;
- Case studies on experiences and challenges in implementing the RBM approach;
- Action plans for implementing the RBM approach in your organization.

Intended Audience

- Senior and middle-level managers with development planning, management, financing, and monitoring and evaluation responsibilities.
- Coordinators and managers of development programs.
- Coordinators of institutional and organizational reform programs.
- Private sector and NGO managers.
- Advisors and trainers in the area of program management and poverty alleviation strategies.

WI302: PROGRAM (PROJECT) PLANNING, MANAGEMENT AND SUSTAINABILITY FOR POVERTY ALLEVIATION

DATE OF THE SEMINAR: JUNE 05-21, 2017

Course Objectives

- Improve skills in program/project design, preparation, management and evaluation through exposure to up-date project management concepts and techniques.
- Better understand the core elements and tools of project financial, economic and social analysis.
- Acquire pertinent tools for program (project) planning, management, monitoring and evaluation with a performance and results focus.
- Discover critical factors and processes for program (project) success and sustainability.
- Share practical experiences on the best practices in program planning, management, monitoring and sustainability for poverty alleviation.

Major Topics

- Initiatives and strategies for promoting development and alleviating poverty ;
- Overview of the program (project) cycle with poverty alleviation and results focus;
- Project planning and programming ;
- Financial, economic and social analyses;
- Project organization, supervision and implementation;
- Improving project coordination and performance in a multi stakeholder environment ;
- Monitoring, evaluation and reporting with a results focus;
- Leading and managing for results;
- Performance contracting ;
- Project management with sustainability concerns;
- Experience sharing and study visits.

Intended Audience

- Program or project managers and coordinators.
- Development planners at the national, sector and local levels.
- Private sector and NGO managers.
- Advisors and trainers in the area of program management, monitoring and evaluation.

WI303: AID COORDINATION, POLICY DIALOGUE, RESOURCE MOBILIZATION AND INTERNATIONAL NEGOTIATION

DATE OF THE SEMINAR: SEPTEMBER 11- 27, 2017

Course Objectives

- Acquaint participants with major international and national initiatives for improving aid and development effectiveness and their implications for a recipient government-led aid coordination and management.
- Improve knowledge of how external assistance can be constructively and effectively utilized in order to create a solid foundation for economic and human development.
- Develop proven mechanisms and tools for strengthening aid coordination.
- Identify and develop strategies for building partnerships and improving resource mobilization with conventional and emergent sources of development funding.
- Learn how to improve communication and dialogue with donors and to achieve development results.
- Share experiences on the best practices on aid coordination, partnerships building and resource mobilization.

Major Topics

- Key initiatives and strategies for improving aid coordination and development effectiveness;
- Aid coordination functions, approaches and mechanisms;
- Aid harmonization, alignment and results framework;
- Developing and implementing a national aid policy;
- Partnerships and resource mobilization strategies;
- Building and managing a donor profile;
- Aid monitoring and evaluation system with a results focus;
- Improving negotiation with donors;
- Action plan for improving aid coordination, partnerships and resource mobilization.

Intended Audience

- Senior and middle-level officials and managers involved in developing planning and management, partnerships building, aid coordination and international cooperation.
- Program officers working for aid agencies.
- Advisors and trainers on aid coordination, partnerships building, resource mobilization and international cooperation.

WI304: LEADERSHIP, EMOTIONAL INTELLIGENCE AND STRATEGIC CHANGE MANAGEMENT

DATE OF THE SEMINAR: AUGUST 14-30, 2017

Course Objectives

- Gain a deeper understanding of the transformative role of leadership in organizations.
- Develop skills and competencies for enhancing individual and team leadership.
- Acquire skills in strategic planning and change management.
- Know how to use leadership competencies to build effective teams, motivate for exceptional results, deal constructively with conflict situations, communicate effectively with internal and external stakeholders and proactively manage the change process.
- Learn how to build emotional intelligence competencies.
- Share experiences on transformational and most effective leadership best practices.

Major Topics

- Executive leadership challenges in a rapidly changing environment;
- Leadership and strategic management;
- Emotional intelligence and self-esteem competencies;
- Emotional competencies in practice: case studies;
- Executive decision making;
- How to initiate, manage and sustain important reforms;
- How to lead with a results focus;
- How to create and lead with teams;
- How to deal with difficult people;
- How to motivate people to achieve big results;
- How to communicate with effectiveness;
- How to overcome resistance to organizational reforms;
- How to excel in negotiations;
- Experience-sharing with other leaders/managers.

Intended Audience

- Senior officials, managers and executives.
- Officials involved in the negotiation of projects or/and loan agreements.
- Managers and coordinators of economic and institutional reforms.
- Advisors and trainers on governance, administrative and socioeconomic reforms.

WI305: PROGRAM BUDGETING: LINKING FUNDING AND RESULTS

DATE OF THE SEMINAR: JULY 10 - 26, 2017

Course Objectives

- Gain a deeper understanding of how to improve efficiency and effectiveness of public expenditures by linking funding to results and making a systematic use of performance information.
- Learn how to restructure and manage financial control and auditing systems to focus on performance and results.
- Share experiences on the best practices on program budgeting and accountability for results.

Major Topics

- Results-based budgeting in historical context: toward development effectiveness;
- Traditional input-oriented budgeting versus performance-based budgeting;
- Program budget process: PPBS reviewed;
- Policy related planning instruments for Program budget;
- Financial programming tool: medium term expenditure frameworks;
- Program budget logical framework and results indicators;
- Costing methods;
- Program budget: management features and responsibilities;
- Financial control and audit with a results focus;
- Program budget monitoring, evaluation and reporting format;
- Role of the Parliament and other oversight bodies;
- Best practices on program budgeting, reporting, monitoring and evaluation;
- Issues and challenges in implementing a results-based program budget;
- Experience sharing.

Intended Audience

- Senior and middle-level officials and managers involved in development planning and budgeting.
- Comptrollers, auditors and financial inspectors.
- Members of legislative oversight and budget committees.
- Advisors and trainers in financial management, budgeting, financial control and auditing.

WI306: ORGANIZATIONAL MANAGEMENT, ADMINISTRATIVE MODERNIZATION AND PERFORMANCE IMPROVEMENT

DATE OF THE SEMINAR: NOVEMBER 06-22, 2017

Course Objectives

- Develop conceptual and practical skills which will sharpen your understanding of your organization and improve your ability to help increase its performance.
- Learn how to better organize, coordinate and implement institutional, administrative and organizational changes or reforms.
- Find out how to do more and better with minimal resources.
- Share experiences on the best organizational change practices.

Major Topics

- Progress and challenges in institutional and organizational change management;
- Conducting institutional and organizational audits: approaches and techniques;
- Understanding the human aspects of the change process;
- Organizing and coordinating structures, processes and information systems;
- Utilizing organizational motivation techniques to enable change and achieve results;
- Making strategic and operational choices to improve service delivery;
- How to transform the organizational culture to achieve quality results;
- How to deal with and to manage organizational conflicts;
- How to improve confidence, personal and collective responsibility for results and time management;
- How to promote accountability, ethics and transparency in management;
- How to advocate and build alliances for delivering results;
- Approaches to capacity building for sustainable change;
- Challenges in implementing total quality management in the public sector;
- Study visits.

Intended Audience

- Senior and middle-level managers in public, semi-public, private and non-governmental institutions.
- Officials and managers involved in organizational change or reforms.
- Coordinators and managers of administrative modernization and performance improvement programs and projects.
- Advisors and trainers in the areas of organizational change and human resource management.

ADMINISTRATIVE AND FINANCIAL INFORMATION

1. OUR MISSION

Established in 1995, the Washington International Management Institute (WIMI) is a global training and consulting firm dedicated to helping its clients with proven management solutions to achieve their goals in the most efficient, effective and sustainable manner possible. This purpose is carried out through experience-driven management training and technical assistance programs. WIMI's work particularly focuses on helping developing countries to effectively lead, manage and sustain changes in today's challenging environment, as part of a process of continuous learning, renewal and self-transformations.

2. WHY SELECTING WIMI?

Over the last twenty one years, WIMI has trained more than three thousand senior and middle-level officials and managers from governments, private and non-governmental organizations in various management and governance areas. These officials and managers have overwhelmingly rated WIMI's training programs as exceptionally unique, at least in three ways. First, an extensive use of highly experienced facilitators who have themselves led and managed development programs, have gone through and grasped the challenges of underdevelopment and poverty and how they can be effectively tackled. Hence, participants learn and interact with a cadre of first-class experts who have a strong commitment to development and have proven experiences they envision to acquire. Second, the harmonious integration of technical skills with behavioral competencies in a single coherent framework, thereby equipping learners with critical tools that help them cultivate new ways of thinking, leading and managing while breaking those attitudes and worldviews that often hold them back. Third, the use of in-house technical manuals which are professionally prepared to serve as both pedagogic guides during the training program, and as reference documents at the workplace. WIMI takes pride in learning that most of its former participants have significantly improved their performance capacity, and a large number of them have been promoted to higher positions, as a result.

3. TRAINING METHODOLOGY

WIMI applies a performance-based approach in training program design and development. Training courses and content are annually revised based on the suggestions made by former participants, course evaluation data and our own assessments. The applicants to a course are also given the opportunity at the time of their application to make recommendations on any expectations they might have with respect to their chosen course. This information helps filter the specific needs of a participant group in the course program.

Teaching methods are highly interactive and combine various approaches: short presentations by course facilitators, structured debates and discussions, case studies, video presentations, exchange of ideas and experiences in small groups and in plenary sessions and field visits. The latter are planned with the aim of enabling participants to interact with professionals in their respective areas of work and to gain new perspectives on management.

Each course program starts with a general discussion of the core functions and processes of modern management and their relevance to development. This Module is intended to foster key functional management, self-esteem and emotional intelligence skills and competencies that are essential for building performance-driven organizations.

A participant round table is scheduled at the end of each seminar. The round table work is designed to allow participants to work individually or in groups on a specific project. The participants are expected to apply the concepts and tools acquired during the seminar to their project. The participant round table is also an opportunity for course participants to develop action plans for disseminating course materials and training others on return to their respective institutions.

A satisfactory completion of the course program is sanctioned by a proficiency certificate.

4. REGISTRATION PROCEDURE

An application form comes with this brochure. Please feel free to reproduce the form in several copies for your colleagues and staff members. The form, thoroughly filled out, must be signed by the applicant and approved by an official of the funding agency. The applicants have the options to either register online by visiting our web site www.wimi.net, or submit their application forms by e-mail wimi@wimi.net.

Please note that this English program is targeted to only those who fully master the English language. A separate program in French is intended to French speakers.

5. TUITION

The special tuition is **US\$7,300** (Seven Thousand Three Hundred US Dollars) per course and per participant. It is payable in the United States dollars prior to the start of the course. The tuition covers training services, technical documentation and transportation to field visits. The tuition is wired at least sixty days before the beginning of the course program. WIMI will provide you with the banking information in the pre-admission letter. Make sure your name appears on the transfer document.

Participants are advised to wire their tuition payments together with their lodging fees. The lodging information is provided below. Participants are responsible for their meals, accommodations and other expenses related to their participation into the program.

6. REGULATIONS ON COURSE POSTPONMENT

Once a course is scheduled during the year, it is normally executed as planned. In rare cases where a course is postponed, the Institute automatically reschedules the confirmed participants on the next session of the same course. A participant may select another course of his/her own choice. The Institute does not refund tuition. As stated above, WIMI will rather reschedule the confirmed participant on the next course session or on another course of his/her choice. A

funding agency or authority may choose to replace a candidate who, for some reasons, is not able to attend a program for which a payment was already made.

7. VISA, TRAVEL AND ACCOMMODATIONS

A letter of admission is forwarded to all participants who have completed their technical and financial formalities. This letter is intended to facilitate travel and visa formalities. Please check with the US Embassy in your country about visa procedural requirements and act accordingly, and in real time.

The participants are strongly advised to arrive in Washington, D.C. at least a day before the beginning of their course program. They will be accommodated at Eden Park Guest House. The special rate for a single occupancy with a private bathroom is \$140 per night (plus taxes: 13% of the total). The special rate for a single occupancy for private rooms with a shared bathroom is \$100 (the bathroom is next door, and is used by one guest at a time). Breakfast and internet use are included in the special rates.

Additional information on the course program, accommodation, and protocol at the airport of arrival as well as weather conditions are provided in the welcoming letter that comes with the admission letter.

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SEMINAR APPLICATION FORM



Please fill out the application form and send it by e-mail wimi@wimi.net

Name: _____

Address: _____

Telephone number: _____ Fax: _____ E-mail _____

Present employer: _____

Title: _____

Functions: _____

Seminar Title _____

Seminar Date: _____

Seminar's Expectations: _____

How did you know about WIMI: _____

Funding Source: _____

Funding Status: Confirmed _____ In negotiation _____

Signature: _____ Date: _____

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2017 COURSE SCHEDULE

CODE	COURSE TITLE	COURSE DATES
WI301	Implementing Results-Based Management, Monitoring and Evaluation Systems	October 02 - 18, 2017
WI302	Program (Project) Planning, Management and Sustainability for Poverty Alleviation	June 05 - 21, 2017
WI303	Aid Coordination, Policy Dialogue, Resource Mobilization and International Negotiation	September 11 - 27, 2017
WI304	Leadership, Emotional Intelligence and Strategic Change Management	August 14-30, 2017
WI305	Program Budgeting: Linking Funding and Results	July 10 - 26, 2017
WI306	Organizational Management, Administrative Modernization and Performance Improvement	November 06 - 22, 2017

The special tuition per course is US\$7,300 (Seven thousand three hundred US dollars). For online applications, please visit our web site: www.wimi.net. Do not hesitate to contact us for any courses not listed on this year's calendar, or for any other information.

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