Airtable for M&E Tracking Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In an era of data-driven decision-making, adaptive management, and real-time performance tracking, Monitoring and Evaluation (M&E) systems must be flexible, scalable, and user-friendly. Airtable for M&E Tracking Training Course equips professionals with the skills to design dynamic M&E databases, automate workflows, and visualize program results without heavy coding or complex MIS platforms. The course bridges the gap between traditional Excel-based M&E systems and modern, cloud-based monitoring tools aligned with results-based management (RBM) and adaptive learning.

Participants will learn how to use Airtable to build indicator tracking systems, logframes, outcome dashboards, data quality checks, and reporting workflows suitable for NGOs, donors, governments, and social enterprises. Through hands-on case studies, learners will translate theory into practice creating real-time M&E tracking systems that improve accountability, transparency, and evidence-based decision-making.

Programme Curriculum

Airtable for M&E Tracking Training Course

Introduction

In an era of data-driven decision-making, adaptive management, and real-time performance tracking, Monitoring and Evaluation (M&E) systems must be flexible, scalable, and user-friendly. Airtable for M&E Tracking Training Course equips professionals with the skills to design dynamic M&E databases, automate workflows, and visualize program results without heavy coding or complex MIS platforms. The course bridges the gap between traditional Excel-based M&E systems and modern, cloud-based monitoring tools aligned with results-based management (RBM) and adaptive learning.

Participants will learn how to use Airtable to build indicator tracking systems, logframes, outcome dashboards, data quality checks, and reporting workflows suitable for NGOs, donors, governments, and social enterprises. Through hands-on case studies, learners will translate theory into practice creating real-time M&E tracking systems that improve accountability, transparency, and evidence-based decision-making.

Course Duration

5 days

Course Objectives

By the end of this course, participants will be able to:

1. Design digital M&E tracking systems using Airtable
2. Build indicator databases aligned with logframes and ToCs
3. Automate data collection, validation, and reporting workflows
4. Apply results-based management (RBM) using relational databases
5. Track outputs, outcomes, and milestones in real time
6. Create interactive dashboards for donor and management reporting
7. Integrate qualitative and quantitative M&E data
8. Improve data quality assurance (DQA) using rules and formulas
9. Manage multi-project and multi-donor M&E systems
10. Support adaptive management and learning (MEL) practices
11. Collaborate securely using role-based access controls
12. Link Airtable with digital data collection tools
13. Produce evidence-ready reports for evaluations and audits

Target Audience

1. Monitoring & Evaluation Officers
2. Program and Project Managers
3. NGO and INGO M&E Teams
4. Donor-Funded Project Staff
5. Research and Learning Specialists
6. Government Planning & M&E Units
7. Development Consultants
8. Data & Information Management Officers

Course Modules

Module 1: Introduction to Airtable for M&E

- Overview of Airtable as an M&E platform
- Comparing Airtable vs Excel vs MIS systems
- M&E use cases and system architecture
- Understanding bases, tables, fields, and records
- **Case Study:** Transitioning an NGO from Excel-based M&E to Airtable

Module 2: Designing M&E Indicator Tracking Systems

- Structuring indicators, baselines, and targets
- Linking indicators to outcomes and outputs

- Managing disaggregated data
- Time-based and geographic tracking
- **Case Study:** Indicator tracking for a health project

Module 3: Logframes and Theory of Change in Airtable

- Translating logframes into relational tables
- Mapping activities, outputs, outcomes, and impacts
- Managing assumptions and risks
- Tracking progress against results chains
- **Case Study:** Digital logframe for an education program

Module 4: Data Collection and Quality Assurance

- Integrating field data into Airtable
- Data validation rules and formulas
- Version control and audit trails
- Managing missing and inconsistent data
- **Case Study:** Improving data quality in a multi-location project

Module 5: Automation and Workflow Management

- Automating reminders and approvals
- Linking activities to indicator updates
- Using formulas and rollups for aggregation
- Streamlining reporting cycles
- **Case Study:** Automated monthly reporting for donor projects

Module 6: Dashboards and Data Visualization

- Creating real-time M&E dashboards
- Visualizing KPIs and progress trends
- Custom views for managers and donors
- Interpreting performance data
- **Case Study:** Donor dashboard for results-based reporting

Module 7: Collaboration, Security, and Governance

- Role-based access and permissions
- Managing multi-user M&E systems
- Data protection and compliance
- Documentation and SOPs
- **Case Study:** Secure M&E collaboration across partner organizations

Module 8: Scaling Airtable for Evaluations and Learning

- Managing multi-project portfolios
- Supporting mid-term and final evaluations
- Capturing lessons learned and outcomes
- Linking M&E to organizational learning
- **Case Study:** Portfolio-level M&E system for a donor-funded program

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com