M&E Information Systems 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 today’s data-driven development landscape, robust Monitoring & Evaluation (M&E) Information Systems are critical for informed decision-making, accountability, and program optimization. This course equips participants with practical knowledge of designing, implementing, and managing M&E information systems that enhance data quality, real-time reporting, and evidence-based insights. Participants will gain hands-on skills in using digital tools, dashboards, and databases to monitor program performance, track key indicators, and generate actionable reports.

M&E Information Systems Training Course emphasizes the integration of innovative technologies, big data analytics, cloud-based M&E solutions, and data visualization tools to improve organizational learning and efficiency. Through practical exercises, case studies, and interactive sessions, participants will learn to transform raw data into strategic intelligence that supports policy development, impact evaluation, and program sustainability. The course blends theoretical knowledge with applied learning, preparing M&E professionals to navigate complex information systems in diverse organizational contexts.

Programme Curriculum

M&E Information Systems Training Course

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5 days

Course Objectives

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

1. Design and implement robust M&E information systems using trending digital solutions.
2. Utilize data analytics and visualization tools for enhanced decision-making.
3. Apply real-time reporting techniques to monitor program performance effectively.
4. Ensure data integrity, accuracy, and security in M&E systems.
5. Integrate cloud-based platforms for scalable M&E solutions.
6. Leverage big data and predictive analytics to anticipate program trends.
7. Apply data-driven decision-making for improved program outcomes.
8. Customize dashboards and automated reporting tools for stakeholders.
9. Conduct needs assessments to inform M&E system design.
10. Utilize mobile and digital data collection tools for field-level monitoring.
11. Enhance organizational learning through evidence-based reporting.
12. Evaluate the impact and efficiency of programs using system-generated data.
13. Implement ethical and secure data management practices in M&E systems.

Target Audience

1. M&E Officers and Coordinators
2. Program Managers and Project Directors
3. Data Analysts and Data Scientists
4. ICT Specialists supporting M&E functions
5. Development Practitioners and Consultants
6. Policy Makers and Government Officials
7. Non-Governmental Organization (NGO) Staff
8. Donors and Program Evaluators

Course Modules

Module 1: Introduction to M&E Information Systems

- Overview of M&E information systems and trends
- Types of M&E data and sources
- Importance of **data-driven decision-making**
- Case study: M&E system implementation in a health project
- Mapping data flow in your organization

Module 2: Data Collection and Management

- Best practices in digital and mobile data collection
- Data validation and quality assurance
- Tools for effective database management
- Case study: Reducing data entry errors in a donor-funded project
- Creating a digital data collection template

Module 3: Designing M&E Information Systems

- Principles of user-centered system design
- Aligning systems with organizational goals
- Designing dashboards for different stakeholders
- Case study: Dashboard customization for a multi-country program
- Designing a sample M&E dashboard

Module 4: Data Analytics for M&E

- Descriptive, diagnostic, predictive, and prescriptive analytics
- Using **software tools** like Excel, Power BI, or Tableau
- Visualizing trends and program outcomes
- Case study: Predicting beneficiary dropout using analytics
- Creating visual analytics reports

Module 5: Real-Time Reporting and Dashboards

- Automated reporting systems
- Key Performance Indicators (KPIs) tracking
- Alert systems and notifications
- Case study: Real-time dashboard for education monitoring
- Build a sample KPI dashboard

Module 6: Cloud-Based M&E Solutions

- Benefits of cloud storage and system scalability
- Security protocols and data privacy
- Collaboration and remote access
- Case study: Cloud-based system for an NGO consortium
- Uploading and sharing data securely

Module 7: Data Ethics, Security, and Compliance

- Ethical considerations in data collection
- Data protection and GDPR compliance
- Confidentiality in sensitive projects
- Case study: Breach management in humanitarian programs
- Developing a data protection plan

Module 8: System Evaluation and Continuous Improvement

- Evaluating system efficiency and impact
- Feedback mechanisms for system refinement
- Continuous learning through M&E insights
- Case study: Improving M&E systems in agricultural development

- Designing a system improvement plan

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

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