Training of Trainers ToT in M&E 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

Training of Trainers (ToT) in M&E Training Course is designed to equip participants with advanced skills to deliver high-impact M&E training across diverse organizational and programmatic contexts. Leveraging innovative adult learning principles, experiential learning, and interactive facilitation techniques, this course empowers trainers to translate complex M&E concepts into practical, actionable insights. Participants will develop facilitation expertise, curriculum development skills, and data-driven storytelling techniques, ensuring their training interventions drive measurable improvements in program performance.

In today's data-driven landscape, the ability to effectively train M&E professionals is critical for achieving organizational accountability, evidence-based decision-making, and sustainable program outcomes. This ToT course integrates real-world case studies, hands-on exercises, and modern digital tools, enabling trainers to create engaging, results-oriented learning experiences. By combining theory, practice, and cutting-edge M&E trends, participants emerge as highly competent trainers capable of influencing organizational learning and program excellence.

Programme Curriculum

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Course Duration

5 days

Course Objectives

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

1. Design and deliver effective M&E training sessions using adult learning principles.
2. Develop customized curricula and training materials aligned with organizational goals.
3. Apply interactive facilitation techniques to engage diverse audiences.
4. Utilize data visualization and storytelling for impactful learning.
5. Conduct needs assessments to tailor training interventions.
6. Implement evaluation strategies to measure training effectiveness.
7. Integrate digital tools and e-learning platforms into M&E training.
8. Promote evidence-based decision-making among trainees.
9. Facilitate peer learning and knowledge-sharing sessions.
10. Address gender, equity, and inclusion (GEI) in M&E training.
11. Foster organizational learning and capacity-building culture.
12. Manage training logistics and adult learner challenges effectively.
13. Apply real-world case studies to enhance trainee comprehension and engagement.

Target Audience

1. M&E Managers and Officers
2. Program Coordinators and Specialists
3. NGO and Development Sector Trainers
4. Government and Public Sector M&E Professionals
5. Learning & Development Specialists
6. Data Analysts and Research Officers
7. Project Monitoring Leads
8. Capacity-Building and Knowledge Management Practitioners

Course Modules

Module 1: Foundations of Training of Trainers in M&E

- Principles of adult learning and pedagogy
- Overview of M&E frameworks and tools
- Roles and responsibilities of M&E trainers
- Aligning training with organizational goals
- Case Study: Scaling M&E capacity in a regional NGO

Module 2: Curriculum Design and Learning Pathways

- Designing structured and adaptive training programs
- Learning outcomes and competency mapping
- Creating session plans and instructional materials
- Blended learning strategies
- Case Study: Developing an M&E training curriculum for a government project

Module 3: Facilitation Techniques for Adult Learners

- Interactive workshops and group discussions
- Storytelling for learning retention
- Managing difficult learners and resistance
- Role-play and simulation exercises
- Case Study: Peer-to-peer facilitation in a community health program

Module 4: Data Visualization and M&E Storytelling

- Translating complex data into actionable insights
- Use of charts, infographics, and dashboards
- Incorporating evidence-based narratives in training
- Tools for dynamic presentation delivery
- Case Study: Visualizing program impact for donor reporting

Module 5: Training Needs Assessment & Customization

- Conducting pre-training assessments
- Identifying knowledge and skill gaps
- Tailoring content to diverse audiences
- Leveraging participant feedback
- Case Study: Needs assessment for a multi-country M&E training

Module 6: Evaluation and Impact Measurement of Training

- Designing post-training evaluation tools
- Monitoring learning outcomes
- Measuring behavioral change in trainees
- Continuous improvement strategies
- Case Study: Evaluating training effectiveness in a youth empowerment initiative

Module 7: Digital Tools and E-Learning in M&E Training

- Introduction to digital learning platforms
- Integrating virtual simulations and webinars
- Tools for online collaboration and feedback
- Enhancing accessibility and engagement
- Case Study: Implementing virtual M&E workshops during COVID-19

Module 8: Organizational Learning and Capacity-Building

- Promoting a culture of continuous learning
- Coaching and mentoring strategies
- Linking training to organizational performance
- Knowledge management practices

- Case Study: Building sustainable M&E capacity in a national health 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

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