

DOCTORS WORLDWIDE

Introduction to the Project Cycle – April 19th 2009

Course Outline

09:00 – 09:20

Registration

09:20 – 09:50

Project Initiation

- A brief look at the factors that influence the participation of an organisation in a particular project.
- A brief overview of project development and the project cycle.

09:50 – 10:50

Planning and Needs Assessment

- The Principles of Needs Assessment.
- Consideration of project stakeholders.
- Overview of assessment techniques used in the field.
- Analysis of information.

10:50 – 11:10

COFFEE/TEA BREAK

11:10 – 12:00

Implementation: What is needed to run the project?

- Contingency planning.

12:00 – 13:00

Case Examples and Scenario Exercises

An opportunity for group work to explore some of the concepts touched upon during the course.

1300 – 14:00

LUNCH AND PRAYER BREAK

14:00 – 14:50

Monitoring and Evaluation

- An overview of some of the tools used to monitor the project.
- The importance of evaluation.

14:50 – 15:40

Project Closure

- A consideration of exit strategies and project transition.
- The difference between Emergency Response and Developmental Programmes.

15:40 – 16:00

COFFEE/TEA BREAK

16:00 – 17:00

Case Examples and Scenario Exercises

- An opportunity for group work to explore some of the concepts touched upon during the course.

17:00 – 17:20

Transparency and Information Sharing

- When does the project really end?
- Advocacy and Awareness
- Publication

17:20 – 17:40

Feedback and questions

An opportunity to feedback any recommendations to us, and vice versa, as well as any further questions.

DOCTORS WORLDWIDE

Introduction to Humanitarian and Medical Relief Work – April 18^h 2009

Course Outline

09:00 – 09:20

Registration

09:20 – 09:50

So, you want to be an aid worker?

- A general discussion of what drives and motivates individuals to get involved in the humanitarian sector.
- An opportunity to explore the characteristics that makes one succeed in this challenging environment.
- As a career.

09:50 – 10:30

Humanitarian principles – Dr Saddam Alam

- An introduction to the Red Cross Code of Conduct & The Geneva Conventions of August 12 1949 – ICRC.
- A brief look at the general principles of humanitarianism that exist throughout cultures.
- A look at the influence of such principles on how we work, as well as an opportunity to discuss the impact of aid and assistance.
- Advocacy.

10:30 – 10:50

COFFEE/TEA BREAK

10:50 – 11:45

Crises, disasters and emergencies – Dr Najeeb Rahman

- What constitutes a complex emergency?
- Global health needs – a brief look at some of the key health issues, as well as the WHO perspective.
- ‘Silent battlefields’ will raise the issues of working where there is little media attention, either from a health or geographical perspective.
- The concept of emergency vs development projects.
- The Doctors Worldwide approach.

11:45 – 12:30

Before and After – Dr Ibar Majid

- Practical tips on preparing yourself prior to leaving, as well as expectations upon your return. Debriefing.

12:30 – 13:30

LUNCH AND PRAYER BREAK

13:30 – 14:25

Setting up shop – Dr Sakib Burza

- Priorities upon arrival.
- Security and logistical considerations in order for you to work safely and effectively.
- The paper-trail; the need for good documentation and accounting.
- Communications and coordination with HQ and other organisations.
- An introduction to the project cycle.

14:25 – 15:20

Doing the work

- Isn't this why you are here?
- Roles and responsibilities
- Group dynamics, with a look and physical, psychological and spiritual health.
- Team cohesion and working to a common objective.
- Language skills, local staff and counterparts
- Contingency when security or other factors require partial withdrawal of team.

15:20 – 15:40

COFFEE/TEA BREAK

15:40 – 16:40

Scenarios – Dr Najeeb Rahman and rest of faculty.

- An opportunity for group work to explore some of the concepts touched upon during the course.

16:40 – 17:00

Feedback and questions

- An opportunity to feedback any recommendations to us, and vice versa, as well as any further questions.