



MONITORING AND EVALUATION

This short course provides the learner with the knowledge, skills, attitudes, and values to understand and apply monitoring and evaluation in the public sector.

» TARGET GROUP

This short course is designed for the public and is aimed at:

- all managers in government departments;
- all members in the monitoring and evaluation unit in government departments; and
- programme and project managers.

» BENEFITS

The benefits of this short course include:

- strengthened management capacity in government within the monitoring and evaluation framework;
- the ability to formulate performance standards and establish systems for monitoring performance;
- being able to prepare and conduct performance reviews; and
- the ability design, implement, monitor and evaluate public sector programmes and interventions.

» ABOUT US

Pro-Active College excels in the education, training, and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



UNIT
STANDARD
ALIGNED



PRACTICAL
TRAINING



OUTCOMES
BASED

Designed and developed by Pro-Active College, this short course is aligned to the unit standards:

**MONITOR AND EVALUATE TEAM
MEMBERS AGAINST PERFORMANCE
STANDARDS
(US: 252034)**

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OUTCOMES

On completion of this short course, learners will be able to:

- formulate performance standards for team members in a unit;
- establish systems for monitoring performance of team members;
- prepare for a performance review of a team member;
- conduct a performance review interview;
- describe and explain a range of project schedule control processes and techniques;
- monitor actual project work versus planned work (baseline); and
- record and communicate schedule changes.



DURATION

Three-day contact session



CERTIFICATION

Option 1: Certificate of Attendance

Option 2: Certificate of

Competence, after successfully completing an assessment at the end of the contact session.

COURSE OUTLINE

LEARNING UNIT ONE

MONITOR, EVALUATE AND COMMUNICATE SIMPLE PROJECT SCHEDULES

- Introduction
- What is monitoring?
- Definitions of key terminology of monitoring and evaluation
- How to develop project goals and objectives
- Defining indicators and methods
- Relationship between monitoring and evaluation
- Monitoring and evaluation tools and methods
- Project management and problem solving
- Project monitoring and design elements
- Risk factors and monitoring and evaluation
- The relevance of Impact Analysis procedures
- Stakeholder analysis

LEARNING UNIT TWO

MONITOR AND EVALUATE TEAM MEMBERS AGAINST PERFORMANCE STANDARDS

- The organisation
- The Balanced Scorecard approach to monitoring and evaluation
- Link with performance management
- The use of performance measures and indicators
- The dissemination strategy
- Use of monitoring and evaluation results: organisational context
- Factors that influence the use of recommendations or lessons learnt
- Monitoring and evaluation and financial management
- Integrating planning and budgeting
- Steps and stages in implementing a monitoring and evaluation process
- Integrating planning for a project and monitoring
- Performance management
- How monitoring and evaluation can be fed into decision making
- Benefits of monitoring and evaluation
- Checklists
- The monitoring and evaluation report
- Ethics and accountability
- Conclusion

COURSE OUTLINE

MODULE APPROACH

The approach that will be adopted through the course of the module is a project management approach. What this means is that a comparison will be made between the daily tasks and responsibilities performed within the organisation with the scheduled tasks in a project environment.

In order to explain what “scheduled work tools and techniques” are, a project management approach will be used. In other words the organisation’s daily tasks and responsibilities will be discussed in a similar way to project tools and techniques.

When we talk about data collection techniques in the project management context in the organisational context this will be linked to the policies, procedures, processes, functions and documents generated within the organisation.

The next stage will be to analyse the methods and techniques for communicating scheduled tasks to relevant parties within the organisation.

These stages will have to be linked to a monitoring and evaluation function being developed concurrently with the scheduled tasks.

The monitoring tool is a tracking mechanism that should be part of the daily work schedules.