Managing M&E Teams and Functions 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

Managing Monitoring and Evaluation (M&E) teams and functions is a strategic leadership responsibility in today’s results-driven development and humanitarian landscape. Managing M&E Teams and Functions Training Course equips participants with advanced competencies to design, lead, and institutionalize high-performing M&E systems that support evidence-based decision-making, accountability, and organizational learning. Emphasis is placed on results-based management (RBM), data quality assurance, performance measurement, and adaptive management, ensuring alignment with donor requirements, SDGs, and organizational strategies.

Participants will gain practical skills to manage multidisciplinary M&E teams, integrate digital M&E tools, and translate data into actionable insights for leadership and stakeholders. Through real-world case studies, peer learning, and applied exercises, the course strengthens capacities in data governance, impact evaluation, learning agendas, and knowledge management, enabling organizations to improve program effectiveness, scalability, and sustainability in complex operating environments.

Programme Curriculum

Managing M&E Teams and Functions Training Course

Introduction

Managing Monitoring and Evaluation (M&E) teams and functions is a strategic leadership responsibility in today’s results-driven development and humanitarian landscape. Managing M&E Teams and Functions Training Course equips participants with advanced competencies to design, lead, and institutionalize high-performing M&E systems that support evidence-based decision-making, accountability, and organizational learning. Emphasis is placed on results-based management (RBM), data quality assurance, performance

measurement, and adaptive management, ensuring alignment with donor requirements, SDGs, and organizational strategies.

Participants will gain practical skills to manage multidisciplinary M&E teams, integrate digital M&E tools, and translate data into actionable insights for leadership and stakeholders. Through real-world case studies, peer learning, and applied exercises, the course strengthens capacities in data governance, impact evaluation, learning agendas, and knowledge management, enabling organizations to improve program effectiveness, scalability, and sustainability in complex operating environments.

Course Duration

5 days

Course Objectives

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

1. Design and manage organization-wide M&E systems
2. Apply results-based management (RBM) frameworks effectively
3. Lead high-performing M&E teams and consultants
4. Strengthen data quality assurance (DQA) mechanisms
5. Integrate digital M&E and data visualization tools
6. Ensure donor compliance and accountability
7. Develop and manage performance indicators and logframes
8. Promote adaptive management and learning
9. Translate data into evidence-informed decision-making
10. Manage evaluations, assessments, and learning studies
11. Embed knowledge management and learning cultures
12. Apply risk management and ethical M&E standards
13. Align M&E functions with organizational strategy and SDGs

Target Audience

1. M&E Managers and Specialists
2. Program and Project Managers
3. Development and Humanitarian Professionals
4. Donor-Funded Project Staff
5. NGO and INGO Senior Management
6. Government Planning and M&E Officers
7. Research, Learning, and Knowledge Managers
8. Consultants and Evaluation Professionals

Course Modules

Module 1: Strategic Role of M&E Functions

- Organizational M&E positioning and governance
- M&E policies, frameworks, and standards
- Aligning M&E with strategy and theory of change
- Managing centralized vs decentralized M&E
- **Case Study:** Institutionalizing M&E in a multi-country NGO

Module 2: Managing M&E Teams and Talent

- M&E team structures and role clarity
- Performance management and capacity development
- Managing consultants and evaluators
- Cross-functional collaboration
- **Case Study:** Building a high-performing M&E unit

Module 3: Results-Based Management & Performance Systems

- RBM principles and application
- Indicator development and KPI tracking
- Logframes and results frameworks
- Outcome and impact measurement
- **Case Study:** RBM implementation for donor-funded programs

Module 4: Data Quality, Systems, and Digital Tools

- Data collection methodologies
- Data quality assurance and audits
- Digital M&E platforms and dashboards
- Data protection and governance
- **Case Study:** Digital data systems for real-time monitoring

Module 5: Evaluation Management

- Designing and managing evaluations
- TOR development and evaluator selection
- Mixed-methods and utilization-focused evaluation
- Managing evaluation quality and ethics
- **Case Study:** Managing a large-scale impact evaluation

Module 6: Learning, Adaptation, and Knowledge Management

- Learning agendas and feedback loops
- Adaptive management approaches
- Knowledge products and learning events
- Organizational learning culture
- **Case Study:** Using learning to redesign programs

Module 7: Reporting, Communication, and Data Use

- Donor and stakeholder reporting
- Data visualization and storytelling
- Decision-support dashboards
- Communicating evidence to leadership
- **Case Study:** Turning M&E data into strategic decisions

Module 8: Risk, Ethics, and Sustainability of M&E Systems

- Ethical standards in M&E
- Risk management and mitigation

- Sustainability of M&E functions
- Localization and capacity strengthening
- **Case Study:** Sustainable M&E systems in fragile contexts

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

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