Process Evaluation Fundamentals Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s dynamic program management and monitoring landscape, Process Evaluation has emerged as a critical tool for understanding how interventions are implemented and why they succeed or fail. Process Evaluation Fundamentals Training Course provides participants with practical insights, analytical frameworks, and evidence-based methodologies to assess program operations, identify bottlenecks, and enhance operational efficiency. By combining quantitative and qualitative evaluation approaches, participants will gain the skills to produce actionable insights that drive continuous improvement, accountability, and strategic decision-making.

The course emphasizes data-driven decision-making, implementation fidelity, stakeholder engagement, and real-time monitoring, equipping learners to effectively evaluate program processes across sectors such as public health, education, social development, and corporate initiatives. Participants will explore best practices, emerging trends, and case studies that demonstrate how process evaluations can optimize resource allocation, improve program delivery, and maximize impact. With hands-on exercises, interactive discussions, and applied case analyses, this course empowers professionals to translate evaluation findings into measurable improvements and scalable solutions.

Programme Curriculum

Process Evaluation Fundamentals Training Course

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Course Objectives

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

1. Define process evaluation and distinguish it from outcome and impact evaluation.
2. Apply implementation science frameworks to assess program delivery.
3. Develop logic models and theory of change for process evaluation.
4. Identify key process indicators and benchmarks for performance tracking.
5. Conduct qualitative and quantitative data collection for program assessment.
6. Analyze program fidelity, reach, and dose delivered using robust methods.
7. Utilize stakeholder feedback to improve program operations.
8. Apply real-time monitoring tools for adaptive management.
9. Integrate digital tools and dashboards for process evaluation reporting.
10. Assess resource utilization and operational efficiency in programs.
11. Synthesize evaluation findings into actionable recommendations.
12. Demonstrate ethical considerations and data integrity in evaluations.
13. Leverage process evaluation findings to support policy, scale-up, and sustainability.

Target Audience

- M&E officers and specialists
- Program managers and coordinators
- Policy analysts and advisors
- Social development practitioners
- Public health professionals
- NGO and civil society staff
- Government program evaluators
- Academic researchers and students in evaluation fields

Course Modules

Module 1: Introduction to Process Evaluation

- Definition and scope of process evaluation
- Distinguishing process, outcome, and impact evaluations
- Key principles and concepts

- Benefits and limitations
- Case Study: Evaluating community health program implementation

Module 2: Designing Process Evaluations

- Developing evaluation questions
- Choosing appropriate evaluation designs
- Selecting performance metrics and indicators
- Incorporating program context
- Case Study: Education program process assessment

Module 3: Logic Models and Theory of Change

- Understanding logic models
- Mapping inputs, outputs, and activities
- Linking theory of change to process evaluation
- Identifying assumptions and external factors
- Case Study: NGO nutrition program theory of change

Module 4: Data Collection Methods

- Quantitative methods (surveys, structured observation)
- Qualitative methods (interviews, focus groups)
- Mixed-method approaches
- Tools for accurate and reliable data collection
- Case Study: Mixed-method evaluation in public health

Module 5: Implementation Fidelity Assessment

- Definition and importance of fidelity
- Measuring adherence to program protocols
- Identifying variations in delivery
- Analyzing barriers to fidelity
- Case Study: Fidelity assessment in school feeding programs

Module 6: Program Reach and Dose Delivered

- Understanding reach and dosage
- Methods to measure participant engagement
- Tracking service delivery levels
- Comparing intended vs. actual delivery
- Case Study: Community outreach program evaluation

Module 7: Stakeholder Engagement in Evaluation

- Identifying key stakeholders
- Methods for participatory evaluation
- Communication and feedback mechanisms
- Integrating stakeholder input into reporting
- Case Study: Stakeholder-driven evaluation in health programs

Module 8: Real-Time Monitoring and Adaptive Management

- Continuous monitoring approaches
- Feedback loops for program improvement
- Using dashboards and digital tools
- Adaptive management strategies
- Case Study: Real-time M&E in disaster response

Module 9: Data Analysis Techniques

- Descriptive and inferential statistics
- Qualitative coding and thematic analysis
- Triangulation of data sources
- Visualization tools for process evaluation
- Case Study: Process data analysis in water and sanitation projects

Module 10: Reporting and Communication

- Structuring process evaluation reports
- Presenting findings for decision-makers
- Using visuals and executive summaries
- Tailoring recommendations for stakeholders
- Case Study: Reporting lessons from an NGO program

Module 11: Resource Utilization and Operational Efficiency

- Measuring cost-effectiveness
- Assessing resource allocation and workflow
- Identifying bottlenecks and inefficiencies
- Tools for efficiency tracking
- Case Study: Health facility operational assessment

Module 12: Ethics and Data Integrity

- Confidentiality and informed consent
- Ethical dilemmas in evaluation
- Ensuring validity and reliability
- Managing sensitive program data
- Case Study: Ethical considerations in youth programs

Module 13: Translating Findings into Action

- Linking evaluation results to program improvement
- Strategic decision-making based on process evaluation
- Implementing recommendations
- Lessons learned and knowledge transfer
- Case Study: Scaling interventions using process evaluation

Module 14: Emerging Trends in Process Evaluation

- Use of AI and digital tools
- Predictive analytics for program performance
- Integrating social media and big data
- Innovative participatory approaches

- Case Study: Digital innovations in M&E

Module 15: Capstone Project and Applied Case Study

- Hands-on evaluation of a selected program
- Designing process evaluation plan
- Data collection, analysis, and reporting
- Presenting actionable insights
- Case Study: Comprehensive evaluation of a multi-sector project

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	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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