Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

PROJECT MANAGEMENT

NGO & Aid Project Management Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

- **DURATION**
  5 Days Practical Hands-on
- **DELIVERY MODES**
  In-Person Class & Live Virtual
- **CERTIFICATION**
  Accredited Certificate of Completion
- **INTAKES / DATES**
  Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

P.O. Box 102802-00101, Nairobi, Kenya

Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy

Tel: +254 724 527 104 | +254 734 969 612

Email: training@datastatresearch.org

www.datastatresearch.org

NGO & Aid Project Management Training Course

Project Management • 5 Days Intensive • Accredited Certification

Course Overview

NGO & Aid Project Management Training Course is designed to equip participants with practical skills in project lifecycle management, donor relations, and program evaluation.

Key Skills & Software Tools Covered

MS Word • Microsoft Project • Asana • and Trello

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
19 Jan 2026 – 23 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Jan 2026 – 23 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Jan 2026 – 30 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

NGO & Aid Project Management Training Course

Introduction

Effective management of NGO and aid projects requires a combination of strategic planning, operational efficiency, and stakeholder engagement to deliver measurable social impact. NGO & Aid Project Management Training Course is designed to equip participants with practical skills in project lifecycle management, donor relations, and program evaluation. Participants will gain deep insights into best practices for designing, implementing, and monitoring aid projects while ensuring compliance with local regulations and international standards. By integrating real-world case studies and hands-on methodologies, this course ensures that learners acquire the skills necessary to drive sustainable development outcomes.

This comprehensive course emphasizes the application of innovative tools and frameworks in managing complex projects in humanitarian and non-profit settings. With a strong focus on budgeting, risk assessment, performance metrics, and collaborative leadership, participants will develop the ability to plan and execute high-impact projects efficiently. The course leverages trending project management strategies, ensuring participants remain competitive in the evolving landscape of global development and NGO operations. By the end of this program, participants will not only understand the theory but also demonstrate practical capabilities through case studies and experiential exercises.

Course Objectives

1. Understand the fundamentals of NGO and aid project management in global contexts
2. Develop strategic planning skills to design high-impact projects
3. Apply risk assessment and mitigation techniques in aid programs
4. Master budgeting, financial reporting, and donor fund management
5. Implement effective stakeholder engagement and communication strategies
6. Utilize monitoring and evaluation frameworks for project performance
7. Leverage digital tools and project management software for operational efficiency
8. Build sustainable partnerships and collaborations for program success
9. Analyze case studies to extract lessons and best practices in project delivery
10. Promote ethical practices and transparency in NGO operations
11. Enhance leadership skills for managing diverse project teams
12. Integrate gender, equity, and inclusion considerations in project planning
13. Optimize resource allocation for maximum social impact

Organizational Benefits

· Improved project efficiency and timely delivery of aid initiatives
· Enhanced donor satisfaction through transparent reporting and accountability
· Stronger community engagement and local stakeholder collaboration
· Increased capacity for strategic planning and impact evaluation
· Reduced operational risks and improved compliance with regulations
· Strengthened leadership and team management capabilities
· Enhanced program sustainability and long-term social impact
· Adoption of innovative tools for project tracking and reporting
· Better alignment with international development standards
· Improved knowledge sharing and organizational learning

Target Audiences

1. NGO project managers and coordinators
2. Humanitarian aid officers
3. Development program officers
4. Donor relations and fundraising managers
5. Non-profit executives and directors
6. Monitoring and evaluation specialists
7. Field project officers
8. Policy analysts and consultants

Course Duration: 5 days

Course Modules

Module 1: Introduction to NGO & Aid Project Management

· Overview of NGO and aid sector
· Key project management principles
· Roles and responsibilities of project teams
· Ethical considerations and transparency
· Case study: Successful aid project initiation
· Hands-on exercise: Project charter creation

Module 2: Strategic Planning for Aid Projects

· Goal setting and defining project objectives
· Aligning projects with organizational mission
· Resource planning and allocation
· SWOT analysis for aid projects
· Case study: Strategic planning in disaster relief
· Workshop: Developing project roadmaps

Module 3: Donor Management and Fundraising

· Understanding donor expectations

· Fundraising strategies and campaigns

· Financial reporting and accountability

· Maintaining donor relationships

· Case study: Effective donor engagement

· Exercise: Drafting donor proposals

Module 4: Budgeting and Financial Management

· Project budgeting fundamentals

· Cost estimation and tracking

· Financial reporting standards for NGOs

· Resource optimization techniques

· Case study: Budget planning for a humanitarian project

· Workshop: Creating budget templates

Module 5: Monitoring and Evaluation (M&E)

· Designing M&E frameworks

· Key performance indicators (KPIs)

· Data collection and analysis

· Reporting and feedback mechanisms

· Case study: M&E in refugee support programs

· Exercise: KPI development

Module 6: Risk Assessment and Mitigation

· Identifying project risks

· Risk prioritization and analysis

· Developing mitigation strategies

· Crisis management in aid projects

· Case study: Risk management during natural disasters

· Workshop: Risk matrix creation

Module 7: Stakeholder Engagement

· Identifying key stakeholders

· Communication strategies and advocacy

· Community involvement techniques

· Conflict resolution and negotiation

· Case study: Engaging local communities in development projects

· Exercise: Stakeholder mapping

Module 8: Project Implementation and Operations

· Execution planning and timeline management

· Coordination and resource mobilization

· Quality assurance practices

· Problem-solving in project operations

· Case study: Implementing rural development projects

· Workshop: Operational workflow design

Training Methodology

· Interactive lectures and presentations

· Hands-on workshops and exercises

· Real-life case studies and scenario analysis

· Group discussions and peer learning

· Role-playing simulations for practical application

· Use of project management software and digital tools

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

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 DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/ngo-aid-project-management-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.