

# **The Public Service Academy – A Partner in the Professional Development of the Monitoring and Evaluation Community**

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# Presentation Outline

- Programme offerings - Fiscal 2014 – 2015
- M & E and M & E-related Programmes
- Where You Can Find our Programmes
- The PSA's Plans for M & E Training and Development
- Discussion / Questions

# General Training Programmes

## Fiscal 2014-2015

### TRAINING BY CATEGORY

COURSE CATEGORY	NO. OF COURSES IN CATEGORY	NO. OF PERSONS OFFICERS TRAINING PER CATEGORY
Business Communication	8	192
Financial Management and Procurement	12	288
Organizational Improvement	12	288
Human Resource Management	7	168
Professional Development	9	216
Service Delivery	8	192
Leadership	12	288
<b><u>TOTAL</u></b>	<b><u>68</u></b>	<b><u>1,632</u></b>

# General Training Programmes

## Fiscal 2014-2015

### FREQUENCY OF TRAINING

MONTH	NO. OF DAYS
October 2014	18
November 2014	29
December 2014	10
January 2015	25
February 2015	14
March 2015	24
April 2015	19
May 2015	26
June 2015	21
July 2015	18
August 2015	0
September 2015	14
<b><u>TOTAL</u></b>	<b><u>218</u></b>

# Courses Related To Monitoring & Evaluation

<b>COURSE TITLE</b>	<b>NO. OF DAYS</b>	<b>DATES</b>
Problem Solving and Decision Making	3	8-10 April, 2015
Data and Information Gathering Techniques	3	14-16 April, 2015
Managing for Results	4	18-21 May, 2015
Preparation of TORs and RFPs	3	25-27 May, 2015
Performance-Based Budgeting	3	1-3 June, 2015
Monitoring and Evaluation	5	27-31 July, 2015
Policy Implementation and Evaluation	4	14-17 September, 2015

# Courses Related To Monitoring & Evaluation

## ***Problem Solving and Decision Making***

- ***Description***

Problem solving and decision making are essential leadership skills. Organisations face severe challenges that require well-considered and structured thought processes to improve the likelihood of success

- ***Objective***

To equip participants with the necessary skills for effective leadership and resolution management in the Public Service.

# Courses Related To Monitoring & Evaluation

## ***Data and Information Gathering Techniques***

- ***Description***

Data and information can be gathered from a range of courses utilizing a variety of techniques. To effectively monitor programmes and projects, it is essential to collect data using the appropriate data collection methods.

- ***Objective***

To provide a framework for the systematic and accurate collection and analysis of data and information relevant to projects/programmes in the Public Service

# Courses Related To Monitoring & Evaluation

## ***Managing For Results***

- ***Description***

This course will enable managers to plan and monitor implementation of programmes and strategies more efficiently to ensure that targets are achieved and outcomes are more results-based.

- ***Objective***

To provide participants with the skills and knowledge required to plan, monitor and evaluate projects and programmes as a means of improving performance.



# Courses Related To Monitoring & Evaluation

## *Preparation of TORs and RFPs*

- ***Description***

Well written Terms of Reference (TOR) and Requests for Proposals (RFP) are critical for the procurement of goods and services as they define inter alia the vision; objectives; scope and deliverables; stakeholder's roles and responsibilities. This workshop has been designed to provide a framework for the preparation and management of the TOR and RFP process.

- ***Objective***

To expose participants to existing guidelines required for the preparation of Terms of Reference and Requests for Proposals for projects in the Public Service.

# Courses Related To Monitoring & Evaluation

## Performance-Based Budgeting

- *Description*
- *Objective*

# Courses Related To Monitoring & Evaluation

## ***Monitoring and Evaluation***

- ***Description***

Continuous service delivery improvement and performance evaluations are key aspects of the renewal and modernization progress of the Public Service. Monitoring and Evaluation activities are critical for assessing various projects and programmes aimed at facilitating ongoing efficiencies and effectiveness in the Public Service.

- ***Objective***

To equip participants with the skills and techniques necessary for the monitoring and evaluation of programmes and projects undertaken by Ministries/Departments.

# Courses Related To Monitoring & Evaluation

## Policy Implementation and Evaluation

- *Description*
- *Objective*
- *Target Group*
- *Expected Outcome*

# Source of Information

Web  
Source

Ministry of  
Public  
Administration

<http://www.mpa.gov.tt/home/>

# Strategic Training Plan of the Public Service Academy

The PSA is committed to ensuring that:

- 70% of Monitoring and Evaluation (M&E) staff are trained in basic M&E over the next two (2) years.
- 80% of M&E staff are exposed to training and development in areas supplementary/complimentary M&E related courses by 2016.
- 50% of staff of newly established M&E units in Ministries/Departments are trained in basic M&E by 2018.
- Partnerships with tertiary level institutions are established to develop M&E certification
- The M&E Community is provided with relevant and impactful learning opportunities that can enhance its contribution to National Development .



Discussion / Questions

Thank You