

GLOBAL TRAINING INSTITUTE

TRAINING CATALOG

Professional Development & Institutional Capacity Building

26 Specialized Training Programmes

Contracts & Negotiations • Procurement • IT Auditing • Tourism • Gender • Forensic Auditing • Public Finance • Agriculture • Governance • Infrastructure • Cybersecurity

Catalogue Contents

The complete catalogue includes 26 specialized training programmes.

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Contracts & Negotiations in International Development

Course Focus: *Strategic bidding, legal framework alignment, risk allocation, and bilateral/multilateral negotiation techniques.*

Module 1: Legal Frameworks & Contract Architecture

- Structure of FIDIC, World Bank, and UN standard contract forms.
- Essential clauses: Force majeure, dispute resolution, indemnification, and termination.

Module 2: Negotiation Tactics & Stakeholder Alignment

- Principled negotiation (Getting to Yes) applied to public sector contexts.
- Cross-cultural negotiations and managing multi-stakeholder expectations.

Module 3: Risk Management & Contract Execution

- Identifying legal, political, and financial risks in international agreements.
- Post-award contract administration and variation management.

International Procurement Procedures & E-Procurement

Course Focus: *Transparent procurement frameworks, compliance with multilateral development banks (MDBs), and digital procurement transformation.*

Module 1: International Competitive Bidding (ICB)

- Principles of transparency, economy, and fairness in public spending.
- Preparation of Bidding Documents, RFPs, and Evaluation Criteria.

Module 2: E-Procurement Architecture & Implementation

- Transitioning from paper-based to e-Procurement platforms.
- Security, data integrity, and vendor portal management.

Module 3: Bid Evaluation & Integrity Control

- Technical and financial evaluation methodologies.
- Preventing fraud, collusion, and corruption in public tenders.

Modern IT Systems Auditing Procedures

Course Focus: Assessing IT governance, cybersecurity controls, and digital system integrity in public and private institutions.

Module 1: IT Governance & COBIT/ISO Frameworks

- Aligning IT strategy with organizational objectives.
- Internal control frameworks for information systems.

Module 2: Cybersecurity & Infrastructure Auditing

- Evaluating network security, access controls, and data encryption standards.
- Assessing business continuity and disaster recovery plans (BCP/DRP).

Module 3: Continuous Auditing & Data Analytics

- Utilizing CAATTs (Computer-Assisted Audit Techniques) for real-time monitoring.
- Audit logging, evidence gathering, and digital forensic readiness.

Sustainable Tourism Development and Management

Course Focus: *Balancing economic growth, environmental conservation, and local community empowerment through strategic tourism management.*

Module 1: Sustainable Tourism Frameworks & Policy

- UN Tourism (UNWTO) standards and eco-tourism principles.
- Carrying capacity assessment and environmental impact analysis (EIA).

Module 2: Destination Management & Community Engagement

- Involving indigenous and local communities in tourism value chains.
- Heritage preservation and sustainable infrastructure planning.

Module 3: Marketing & Crisis Management in Tourism

- Positioning eco-destinations in global markets.
- Resilience planning against climate impacts and global economic shifts.

Gender Analysis and Mainstreaming

Course Focus: *Integrating gender perspectives into development policy, project design, budgeting, and institutional frameworks.*

Module 1: Fundamentals of Gender Analysis

- Analytical tools: Harvard Analytical Framework, Moser Framework, and Capability Approach.
- Identifying gender gaps in access to resources, power, and decision-making.

Module 2: Gender Mainstreaming in Project Cycles

- Designing gender-responsive indicators and baseline assessments.
- Integrating gender considerations into project execution and monitoring.

Module 3: Gender-Responsive Budgeting (GRB)

- Allocating public resources to address gender disparities.
- Evaluating institutional policies for gender equity and social inclusion.

Forensic Auditing and Investigation

Course Focus: *Uncovering financial fraud, gathering legally admissible evidence, and conducting institutional fraud investigations.*

Module 1: Fraud Schemes & Risk Identification

- Occupational fraud, asset misappropriation, financial statement fraud, and bribery.
- The Fraud Triangle and Red Flag analysis.

Module 2: Investigative Techniques & Evidence Gathering

- Financial tracing techniques and digital forensics.
- Interviewing witnesses/suspects and maintaining chain of custody for legal proceedings.

Module 3: Litigation Support & Reporting

- Writing expert forensic audit reports for judicial review.
- Institutional fraud prevention and anti-money laundering (AML) controls.

Performance-Based Budgeting (PBB)

Course Focus: *Shifting from traditional line-item budgeting to outcome-focused fiscal management in the public sector.*

Module 1: Principles of Performance-Based Budgeting

- Transitioning from input/output models to outcome-oriented budgeting.
- Aligning national strategic goals with ministerial budget allocations.

Module 2: Key Performance Indicators (KPIs) & Measurement

- Designing SMART indicators for public services.
- Data collection, performance tracking, and program evaluation.

Module 3: Fiscal Accountability & Decision-Making

- Linking budget allocations to performance evaluation results.
- Medium-Term Expenditure Frameworks (MTEF) and budget reporting.

Land Reform and Food Security

Course Focus: *Examining land governance, equitable access to land, and policies that strengthen food security and resilient food systems.*

Module 1: Land Governance and Reform Frameworks

- Principles of land tenure, land rights, and land administration.
- Policy and institutional approaches to land reform and equitable access.

Module 2: Food Security and Sustainable Land Use

- The dimensions of food security and factors affecting food availability and access.
- Sustainable land management practices that support agricultural productivity.

Module 3: Implementation, Monitoring and Community Participation

- Stakeholder engagement and community participation in land reform initiatives.
- Monitoring outcomes and assessing the contribution of land policies to food security.

Rural Enterprise Development and Management

Course Focus: *Building viable rural enterprises through business planning, resource management, market access, and local economic development.*

Module 1: Rural Enterprise Foundations and Planning

- Identifying rural enterprise opportunities and assessing local market needs.
- Preparing business plans, operating models, and enterprise development strategies.

Module 2: Financial and Operational Management

- Managing costs, cash flow, assets, and business records.
- Using practical approaches to improve productivity and enterprise sustainability.

Module 3: Markets, Growth and Risk Management

- Developing value chains, market linkages, and customer relationships.
- Identifying enterprise risks and planning for growth and continuity.

Gender Sensitive Project Planning and Management

Course Focus: *Integrating gender considerations into project identification, design, implementation, monitoring, and evaluation.*

Module 1: Gender Analysis in Project Design

- Identifying gender roles, needs, access to resources, and decision-making gaps.
- Applying gender analysis findings to project objectives and activities.

Module 2: Gender-Responsive Implementation

- Designing inclusive activities, responsibilities, and stakeholder engagement approaches.
- Addressing barriers to participation throughout project implementation.

Module 3: Monitoring, Evaluation and Learning

- Developing sex-disaggregated data and gender-responsive indicators.
- Using monitoring results to strengthen equity, inclusion, and project outcomes.

Public-Private Partnerships for Development Projects

Course Focus: *Understanding how public and private institutions structure, finance, procure, and manage partnerships for development outcomes.*

Module 1: PPP Principles and Institutional Frameworks

- PPP concepts, delivery models, and enabling policy and legal frameworks.
- Roles of public authorities, private partners, lenders, and other stakeholders.

Module 2: Project Preparation and Risk Allocation

- Assessing feasibility, affordability, value for money, and bankability.
- Identifying and allocating construction, operational, financial, and demand risks.

Module 3: Procurement, Contracting and Performance Oversight

- Competitive selection, negotiation, and key provisions of PPP agreements.
- Monitoring service delivery, contract performance, and accountability.

Construction Engineering Management (Fall)

Course Focus: *Developing practical skills in construction planning, project coordination, site management, quality, cost, and safety control.*

Module 1: Construction Planning and Scheduling

- Work breakdown structures, project schedules, resource planning, and sequencing.
- Coordinating contractors, consultants, suppliers, and site activities.

Module 2: Cost, Quality and Site Management

- Cost estimating, budget monitoring, progress reporting, and change control.
- Quality assurance, inspection procedures, and construction documentation.

Module 3: Occupational Safety and Project Risk

- Identifying site hazards and applying construction safety management practices.
- Managing delays, variations, claims, and project close-out.

Sustainable Mining Laws and Policy Implementation

Course Focus: Exploring legal and policy frameworks for responsible mineral development, environmental protection, and community interests.

Module 1: Mining Law and Regulatory Institutions

- Core elements of mining legislation, licensing, permits, and regulatory oversight.
- Responsibilities of government agencies, operators, and other stakeholders.

Module 2: Environmental and Social Governance

- Environmental assessment, rehabilitation obligations, and mine closure planning.
- Community engagement, occupational safety, and social impact considerations.

Module 3: Compliance, Monitoring and Policy Implementation

- Compliance monitoring, inspections, reporting, and enforcement approaches.
- Addressing governance risks and evaluating implementation effectiveness.

Public Sector Financial Management and Control

Course Focus: *Strengthening public financial governance through planning, budget execution, internal controls, reporting, and accountability.*

Module 1: Public Financial Management Frameworks

- Public budgeting, revenue management, expenditure controls, and fiscal discipline.
- Institutional roles and the public financial management cycle.

Module 2: Internal Controls and Financial Reporting

- Control environments, authorization procedures, reconciliations, and audit trails.
- Preparing and interpreting public sector financial reports.

Module 3: Accountability, Compliance and Oversight

- Financial compliance, audit follow-up, and legislative or institutional oversight.
- Identifying control weaknesses and developing corrective action plans.

Fixed Asset Management and Project Accounting

Course Focus: *Managing fixed assets and project finances through reliable records, cost control, reporting, and accountability.*

Module 1: Asset Registers and Lifecycle Management

- Asset recognition, classification, tagging, verification, and disposal.
- Maintaining asset registers and tracking assets throughout their lifecycle.

Module 2: Project Costing and Accounting

- Budgeting, cost allocation, commitments, expenditure tracking, and reconciliations.
- Maintaining project ledgers and supporting documentation.

Module 3: Reporting, Controls and Audit Readiness

- Preparing asset and project financial reports.
- Applying internal controls and preparing records for audit and review.

Youth Leadership Development and Empowerment

Course Focus: *Developing young people's leadership, communication, civic participation, and practical skills for community and organizational impact.*

Module 1: Leadership Foundations and Self-Development

- Leadership styles, personal values, goal setting, and ethical decision-making.
- Building confidence, accountability, and personal effectiveness.

Module 2: Communication, Teamwork and Advocacy

- Public speaking, active listening, collaboration, and conflict awareness.
- Planning youth-led advocacy and community engagement activities.

Module 3: Project Leadership and Empowerment

- Designing and managing youth initiatives with clear objectives and roles.
- Tracking results, mobilizing resources, and sustaining participation.

Mediation, Grievance Handling and Conflict Management

Course Focus: Building capacity to prevent, assess, and resolve disputes through structured dialogue, fair grievance processes, and mediation.

Module 1: Conflict Analysis and Prevention

- Types, causes, dynamics, and early warning signs of conflict.
- Mapping stakeholders and identifying options for de-escalation.

Module 2: Mediation and Grievance Procedures

- Mediation principles, facilitation techniques, and impartial communication.
- Designing accessible grievance channels, documentation, and referral processes.

Module 3: Resolution Agreements and Follow-Up

- Recording agreements, assigning responsibilities, and managing confidentiality.
- Monitoring implementation and preventing recurrence of disputes.

Agriculture Project Planning & Management

Course Focus: *Planning and managing agricultural projects from needs assessment and design through implementation, monitoring, and evaluation.*

Module 1: Agricultural Needs Assessment and Design

- Assessing local farming systems, production constraints, and beneficiary needs.
- Developing objectives, work plans, budgets, and implementation arrangements.

Module 2: Implementation and Resource Management

- Coordinating inputs, extension services, personnel, logistics, and field activities.
- Managing project budgets, schedules, risks, and stakeholder communication.

Module 3: Monitoring, Evaluation and Sustainability

- Developing indicators for production, participation, and project performance.
- Planning for adoption, environmental sustainability, and long-term benefits.

Trade Negotiation Skills

Course Focus: *Improving preparation, communication, bargaining, and agreement-building in domestic and international trade settings.*

Module 1: Negotiation Preparation and Strategy

- Clarifying objectives, alternatives, interests, and negotiation limits.
- Researching counterparties, market conditions, and relevant trade frameworks.

Module 2: Bargaining and Cross-Cultural Communication

- Applying principled negotiation, persuasive communication, and active listening.
- Managing cultural differences, objections, and multi-party negotiations.

Module 3: Agreement Development and Implementation

- Documenting terms, responsibilities, timelines, and dispute mechanisms.
- Managing follow-through, relationship building, and negotiation review.

Financial Management and Auditing of Donor Funded Projects

Course Focus: *Strengthening donor-project financial controls, expenditure reporting, compliance, and audit preparation.*

Module 1: Donor Rules, Budgets and Financial Systems

- Understanding grant agreements, eligible costs, budget conditions, and reporting timelines.
- Setting up project accounts, coding structures, and supporting documentation.

Module 2: Expenditure Control and Financial Reporting

- Monitoring expenditure against approved budgets and funding categories.
- Preparing financial reports, reconciliations, and supporting schedules.

Module 3: Audit, Compliance and Risk Management

- Preparing for donor audits and responding to findings.
- Preventing ineligible expenditure, fraud, conflicts of interest, and weak documentation.

Advanced Cyber Security Techniques And Risk Management

Course Focus: Assessing and reducing cybersecurity risk through technical controls, threat analysis, incident response, and governance.

Module 1: Threat Landscape and Security Assessment

- Identifying common attack paths, vulnerabilities, and organizational exposures.
- Conducting risk assessments and prioritizing remediation.

Module 2: Security Controls and Incident Response

- Reviewing identity and access management, network defenses, and data protection.
- Developing incident response, escalation, and recovery procedures.

Module 3: Security Governance and Resilience

- Security policies, risk registers, awareness, and compliance monitoring.
- Business continuity, lessons learned, and continuous improvement.

Irrigation Technologies & Methods for Small Scale Farmers

Course Focus: *Introducing practical irrigation options that improve water efficiency, crop performance, and resilience for small-scale farming.*

Module 1: Water Needs and Irrigation Planning

- Assessing crop water requirements, soil conditions, and water availability.
- Selecting irrigation approaches suited to farm size, crops, and local context.

Module 2: Irrigation Systems and Efficient Use

- Overview of drip, sprinkler, surface, and small-scale water-lifting systems.
- Scheduling irrigation, reducing losses, and maintaining equipment.

Module 3: Operation, Maintenance and Sustainability

- Routine inspection, troubleshooting, and maintenance of irrigation systems.
- Water conservation, soil protection, and climate-resilient farm practices.

Petroleum Revenue Management

Course Focus: Understanding governance systems for petroleum revenues, including collection, allocation, investment, transparency, and oversight.

Module 1: Petroleum Fiscal Regimes and Revenue Flows

- Overview of royalties, taxes, production sharing, and other revenue mechanisms.
- Roles of government agencies and institutions in revenue collection.

Module 2: Budgeting, Saving and Public Investment

- Integrating volatile petroleum revenues into fiscal planning and budgets.
- Saving, stabilization, investment, and intergenerational equity considerations.

Module 3: Transparency, Accountability and Risk

- Disclosure, auditing, oversight, and public reporting of petroleum revenues.
- Managing volatility, governance risks, and revenue mismanagement.

Gender Analysis & Sustainability in Agriculture Sector

Course Focus: *Applying gender analysis to agricultural systems and designing more inclusive, resilient, and sustainable sector interventions.*

Module 1: Gender Roles and Resource Access in Agriculture

- Examining roles, workloads, land rights, inputs, finance, and market access.
- Identifying gender gaps in agricultural decision-making and participation.

Module 2: Gender-Responsive and Sustainable Interventions

- Integrating gender considerations into agricultural project design and delivery.
- Promoting inclusive access to training, technology, resources, and value chains.

Module 3: Measurement, Learning and Sector Sustainability

- Developing gender-responsive indicators and collecting disaggregated data.
- Assessing inclusion, climate resilience, and sustainability outcomes.

Impact of HIV & AIDS on Sustainability in Agriculture Sector

Course Focus: Examining how HIV and AIDS can affect agricultural livelihoods, household resilience, labor, and development programming.

Module 1: Agriculture, Livelihoods and Household Vulnerability

- Understanding links between health challenges, labor availability, food security, and rural livelihoods.
- Identifying pressures on household resources, farming activities, and community support systems.

Module 2: Inclusive Agricultural Programme Responses

- Designing inclusive services and livelihood support with appropriate referral pathways.
- Reducing stigma and promoting confidentiality, dignity, and non-discrimination.

Module 3: Resilience, Monitoring and Partnerships

- Integrating household resilience and food-security considerations into agricultural programming.
- Working with relevant health, community, and agricultural stakeholders to monitor outcomes.

Gender Analysis and Sustainability in Agriculture Sector

Course Focus: Integrating gender analysis and sustainability principles into agricultural policy, project design, and implementation.

Module 1: Gender and Sustainability Concepts

- Understanding gender equality, social inclusion, and sustainable agriculture.
- Assessing differentiated access to land, inputs, services, and markets.

Module 2: Project and Policy Integration

- Embedding gender-responsive and sustainability objectives in plans and budgets.
- Engaging women, men, and marginalized groups in agricultural decision-making.

Module 3: Indicators, Evaluation and Improvement

- Developing indicators to assess inclusion and sustainability.
- Using evidence and stakeholder feedback to improve programme performance.