Online solutions

Full online

www.etcp.fr

Results-oriented Management (ROM)
for all managers to shift from activity to results-oriented approach

At project and programme level : Understanding traditional & new intervention logic (Theory of Change), Managing EU Funds more efficiently & effectively, Improving definition and identification of results targets & indicators, Developing your results monitoring and evaluation skills and tackling concrete situations

Lesson 1: Key Technical Terms & Definitions ; Presentation of the old/new Logframes
1. Welcome note
2. Presentation of the lecturers
3. Comprehensive description & course agenda
4. Documents to be read: References, glossary, logframe

Lesson 2: Outputs in concrete ; Results in concrete
1. Where outputs and results are different
2. With specific attention on results

Lesson 3: The old/new EU strategies & common indicators
1. Where the old logic is becoming new
2. To make it concrete and specific

Lesson 4: Baseline & Targets ; Milestones
1. Where there is a beginning and...an end
2. Making it step by step

Lesson 5: Monitoring efficiency ; Monitoring effectiveness
1. Where monitoring is better
2. The final choice of logic for you

Making you Better Project Manager (PROJ) Online
For project manager to focus on essential elements

Tackling all key aspects of project management : partners, objectives, budget, calendar and reporting : presentations and documents illustrating the techniques and best practices to build your project and ensure secure and effective implementation. Insisting on common mistakes and key risks by anticipating the checks and controls. And giving you key tips about communication and reporting in line with donors and programme expectations. This is the point is this e-learning module, accessible anywhere, anytime, based on the 25 years of experience of ETCP.

Lesson 1: Key Technical Terms & Definitions
1. Welcome note
2. Presentation of the lecturers
3. Comprehensive description & course agenda
4. Documents to be read: References, glossary, logframe

Lesson 2: Partners, objectives and working packages
1. Where outputs and results are important
2. With specific attention on results and delivery timing
3. Partnership agreements : key points and mistakes to avoid

Lesson 3: The budget, financial plan and calendars
1. Where the budget lines and resources must be specified
2. To make the budget completed and simplified (if possible)
3. Timeline for spendings, delivering and reporting

Lesson 4: Good monitoring, reporting & communication
1. Where to collect and aggregate data
2. Making clear and simple communication

Lesson 5: Final closure of the project
1. Where to avoid errors and irregularities
2. The final choices after closure (revenue, durability…)
3. book and data keeping for audit

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Tackling all key aspects of verification : errors, irregularities, suspected fraud, desk-based/on the spot checks, corrections and reporting. Full access during 2 months to videos, presentations and documents illustrating the techniques and best practices to ensure efficient and effective verification of projects and programmes. Insisting on common mistakes and key risks by anticipating the audits and certification. And giving you key tips about simplification and responsibilities in line with Auditors and European institutions expectations. This is the point of this e-learning module, accessible anywhere, anytime, based on the 25 years of experience of ETCP, in order to get a certificate of advanced verification officer.

Lesson 1: Key Technical Terms & Definitions
1. Welcome note
2. Presentation of the lecturers
3. Comprehensive description & course agenda
4. Documents to be read: References, glossary, logframe

Lesson 2: Errors, irregularities and suspected fraud
1. Where irregularities must be reported
2. With specific attention to justifications of errors
3. What to do in case of suspected fraud ?

Lesson 3: Detection and correction of errors
1. From most commons errors…
2. …to specific risks and sampling methods…
3. … and potential systemic errors

Lesson 4: Making checks more efficient and effective
1. Where to focus on documents : sampling and risks
2. Responsibilities and professional judgement
3. Making specific checks on the spot : checklist and tips

Lesson 5: Getting final reasonable assurance
1. Where to introduce/reinforce risks management
2. The final conclusions and corrections
3. Books and data keeping for audit

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- Because we like to make it concrete:
  - Concrete and specific (direct work on your documents/cases)
  - Videos and illustrative explanations
  - Cases studies and specific examples
- Because we have experience on it
  - More than 7000 "face-to-face" participants since 2004
  - More than 300 participants "online" last year in our Webinars
  - Secured ETCP Platform for full access to documents and reporting
- Because we focus on results
  - For each participant a welcome / final Quiz
  - For each participant a final Certificate of Qualification

How it works?

- **Step 1 : Pre-registration on line on https://etcp.fr/register/**
  - Pre-register to save your seat
  - You can register as individual or register as a group
- **Step 2 : you make final registration**
  - Final registration to get your invoice
  - Each participant get a Voucher to get access to ETCP platform
- **Step 3 : you log on ETCP platform**
  - For each Seminar a specific AREA including all invitations, links and documents
- **Step 4 : you get your certificates**
  - A certificate of attendance and qualification based on a Quiz
    - *in case of group registration, full group reporting about participation to the trainer manager*

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277 € for each training including:

- 5 sections equivalent to 1-day
- Quiz and exercises
- Videos and documents
- Certification of qualification at end

515 € for the Newcomer Package

- Full access to 2 courses : VERIF + PROJ

"Just wanted to send you an email as a big thank you for today's session.

I truly enjoyed your manner of passing information in a very clear and informative manner, combined with your funny character. It was the first time I actually did not lose focus for staying so long online.

You also made something I found so difficult seem entertaining. 😄 "

From participants