EPRN TRAINING PROGRAMMES FROM APRIL TO DECEMBER 2022

Course Code	Course Title	2022								
		Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
EPRN02/PT/22	**Data analysis by using STATA**		28-29/05 to 4-5/06 *2 weekends*							
EPRN04/PT/22	**Data analysis by using SPSS**					23-26/08 *evening*				
EPRN05/PT/21	**Credit Analysis and Loan Recovery**			27-30/06 *evening*						
EPRN08/PT/22	**Advanced Excel**						24-25/09 to 1-2/10 *Two weekends*			
EPRN09/PT/22	**Project Management for Donor Funded Projects**							25-28/10 *evening*		
EPRN10/PT/22	**Planning, Monitoring, Evaluation and Reporting of Projects**									3-4/12 to 10-11/12 *Two weekend*
EPRN11/PT/22	**Consultancy Management Skills**	26-29/04 *evening*								
EPRN12/PT/22	**Grant Proposal Writing Skills**								15-18/11 *evening*	
EPRN16/PT/22	**SAGE and QUICKBOOKS for Accounting Profession**				23-24/07 t0 30-31/07 *Two weekends*					

Training fee: (Individuals).

- ***Members:*** 60,000 Rwf per course
- ***Non-members :*** 100,000 Rwf per course.

Institutions

- **Members:** 600,000 Rwf tax inclusive per day (Client taking care of all logistics).
- **Non Members:** 1,000,000 Rwf per day (Client taking care of all logistics).
- Number of participants per class should not be more than 15. Specific agreement will be concluded. EPRN is open for negotiations with interested institutions.
- For statistical software, the charges for the software will be charged depending on the number of the users per institution.

- In addition to the courses highlighted here above, EPRN organizes tailor-made training programs for institutions upon demand depending on their areas of interest in the following areas: Policy formulation, Gender and SGBV, Agribusiness, Climate change, Leadership, Entrepreneurship, Business planning, Financial literacy, IFRS, Accounting related courses, etc.

- TRAINING VENUES: (1) University of Rwanda-Gikondo Campus; (2) National Institute of Statistics of Rwanda (NISR).

- EPRN has also partnership agreements (MoUs) related to professional training with: Rwanda Management Institute (RMI), Rwanda Institute of Cooperatives, Entrepreneurship and Microfinance (RICEM), Association of Microfinance Institutions in Rwanda (AMIR) and other international training institutes abroad.

- For more details call +250788357648/+250788305142 or email to: info@eprnrwanda.org. Visit our website: www.eprnrwanda.org

SUMMARY OF CONTENT PER COURSE

1. CONSULTANCY MANAGEMENT SKILLS (26-29/04/2022 -- EVENINGS)

- Self-development: making the most of your own potential
- Development of others: enabling other consultants to deliver better performance
- Managing consultancy business performance
- Managing client relationships and achieving optimal positioning with the client
- Developing and leveraging corporate intellectual property
- Essential Consulting Skills (what client need)
- Evaluate skills and identify development needs as a Consultant
- Enhance your communication and influencing skills

2. DATA ANALYSIS BY USING STATA (28-29/05 TO 4-5/06/2022 TWO CONSECUTIVE WEEKENDS)

- Basic syntax building in Stata
- Importing data to Stata and saving Stata files
- Exploring your data: addressing missing values and working with different variable types
- Working with multiple Stata files: merge and append
- Tricks on automation in Stata: using macro and loops
- Introduction to regression analysis using Stata
- Descriptive analysis (univariate, bivariate and multivariate)
- Inferential statistics and regression analysis
- Overview of basic concepts in panel data
- Random-effects model
- Fixed-effects mode
- Cross-sectional estimation under endogeneity

- Panel-data estimation under endogeneity
- Dynamic models
- Probit models for panel data
- Logit models for panel data
- Poisson models for panel data
- Explain how to loop over the variables in a data set using given parameters.
- Identify the command used to examine all the coefficients returned by a regression output.
- Summarize the effect of using a numerical multiplier to change the marker size in a scatterplot.
- Recall how to properly express a standard normal probability density function.
- Recognize what information the regression offers in a given situation.
- Define “continuous polynomial interaction.”
- Explain the importance of using the reshape command for wide-form data when setting up panel data.
- Identify the variable that will have the largest standard deviation after running summary statistics for a data set of panel data.
- Name the linear panel estimator that assumes regression may be correlated to error terms.
- Explain the purpose of the Hausman test.

3. CREDIT ANALYSIS AND LOAN RECOVERY (27-30/06/2022 EVENINGS)

Content:

- Overview of credit and debt
- Instruments of debt collection
- Types of borrowers & their needs
- Types of credit facilities offered by banks
- Structuring of facilities
- Principles of good lending
- The macro perspective – Lepest the micro perspective competitors
- Communication skills and relationship management
- Why banks require financials in lending
- Financials used by personal clients
- Financials used by business customers
- Credit appraisals
- Securities
- Monitoring of an asset book
- Monitoring & controls
- Techniques for loan recovery

4. SAGE50 AND QUICKBOOKS FOR ACCOUNTING PROFESSION (23-24/07 T0 30-31/07/2022 -TWO CONSECUTIVE WEEKENDS)

SAGE 50:

- Creating a company in Sage 50 Accounting
- Understanding the importance of Settings and Preferences and automating the company
- Understanding and editing the Chart of Accounts

- Understanding the purpose and use of Linked Accounts
- The General Journal and recording General Journal Entries
- Service Items
- Receivables Introduction and Customers setup
- Sales Invoices, Customer Payments and Sales Receipts
- Customer management and maintenance
- Accounts Receivable Reporting
- Payables Introduction and Vendors setup
- Recording Purchases, Bills and Expenses
- Processing Payments by Cheque, EFT, e-Transfers, and Credit Cards
- Vendor management and maintenance
- Accounts Payable Reporting
- Learn how to un-do and adjust transactions to errors
- Recurring Transactions and other time-saving features
- Sales Tax Reporting and Payments
- Banking transactions; Transfer Funds and Deposit Slips
- Bank Account Reconciliation
- Banking Reports
- Financial Statement Reporting: Trial Balance, Income Statement, Balance Sheet
- Importance of Database Management and company Backups
- Payroll Setup; Incomes and Deductions
- Employees Records
- Inventory Reporting
- Project Reporting
- Company budgets and budget reports
- Company's Fiscal Year-End and Year-End Adjusting Entries
- Fiscal Year-End Process and Reporting
- Users and Security Rights
- Using Single and Multi-User Modes

QuickBooks:

- Keeping track of income, bills and expenses.
- Printing Financial statements like Profit and loss Report, Balance sheet report and Statement of cash flows.
- Creating invoices that can be mailed to customers or printed, and also tracking invoices.
- Scanning, uploading and matching-up receipts with corresponding transactions.
- Tracking Employees work hours and running payrolls.
- Tracking inventory
- Accepting payment online
- Synchronizing with bank and credit card accounts.

5. DATA ANALYSIS BY USING SPSS (23-26/08/2022 – EVENINGS)

- Accessing data entry and importing from other sources
- Manipulating data to create new data fields
- Generating descriptive statistics
- Presenting data in tables and graphs for analysis and reporting

- Exploratory data analysis
- Assessing whether differences and correlations between groups and data fields statistically significant
- Basic trend analysis
- Levels of measurement of variables
- Correlation & regression Analysis
- Levels of measurement of variables, a refreshment
- Creating dummy variables for regression analysis
- OLS with categorical regressors
- Ordinal regression
- Binary logistic regression
- Multinomial logistic regression
- Prohibit regression
- Analysis of relationships in data
- Statistical reports and graphs
- Drawing conclusions based on statistical analysis
- Discriminate analysis
- Logistic regression (Binary & Multinomial)
- Survival Analysis (Kaplan-Meier)
- Cluster & Factor analysis
- Exploring relationships between variables
- MANOVA: multivariate analysis of variance
- Repeated Measures ANOVA
- Producing and editing charts & pivot tables

6. ADVANCED EXCEL (24-25/09 TO 1-2/10 – TWO CONSECUTIVE WEEKENDS)

- Introduction to Advanced Excel (Learn how modular templates can make your spreadsheets more consistent and much quicker to set up, Customizing the Excel interface to put the tools that you need at your fingertips, How to build in checks and controls from the outset…)
- Data Validation (Extended uses of Data Validation, Working with validation formulae, …)
- Preparing your data for analysis (Mastering lookup functions -INDEX, MATCH-, Creating helper columns using DATE and TEXT functions, Applying NESTED-IF, AND, OR to organize data…)
- Methods of Summarizing Data (Using SUMIFS and COUNTIFS, Advanced uses of PIVOT-TABLE features like Value Field Settings, Grouping Data and Slicers among others, Calculations and reporting in Power Pivot –an introduction to Data Analysis Expressions (DAX, …)
- Report Visualization Techniques in Excel (Report Interactivity -Using Pick-Lists, Form Controls like combo box & Excel Camera, Effectively using Conditional Formatting (formula-driven) for reporting, Calculations in Power Pivot –an introduction to Data Analysis Expressions (DAX),..)
- Decision Making with Excel (Apply advanced formulas to lay data in readiness for analysis, Use advanced techniques for report visualizations, Leverage on various methodologies of summarizing data, Understand and apply basic principles of laying out Excel models for decision making, etc

7. PROJECT MANAGEMENT FOR DONOR FUNDED PROJECTS (25-28/10/2022 – EVENINGS)

- Programming, which is the first phase of the project/programme cycle will involve an analysis of the process of setting broad national/regional/ sector policy objectives at the global/overall level.
- Following on from programming, the various techniques used in the Identification of projects/programs from the prioritized list of overall objectives will be explored in the second phase of the project cycle i.e. Identification.
- The third phase of the project cycle, Formulation will focus on designing and developing the concept of the project/programme and testing its logic and feasibility i.e. technically, socially and environmentally.
- In the fourth phase of Financing, the contractual obligations between the funding agency i.e. the Contracting Authority and the Implementing Agency/party will be examined.
- The Implementation Phase will involve outlining the stages of implementation with emphasis on what needs to happen in the three important stages of (i) Inception (2) Operational and (3) Phase out. The Principles of Monitoring will be discussed as well as how to design a monitoring system.
- The Evaluation Phase will analyze the 5 main Evaluation criteria used by the major Donor/Development Partners (Relevance, Effectiveness, Efficiency, Impact and sustainability). The rationale as to why different Donors/Development partners use more or less than 6 phases in their project/programme cycle will be explained.

8. GRANT PROPOSAL WRITING SKILLS (15-18/11/2022 -- EVENINGS)

- Tips to Write proposals with a higher chance of winning.
- Learn how to differentiate your proposals from competitors.
- Best practices, templates, guides, and tips and tricks.
- Proposal strategy, planning, drafting and improving.
- Thinking like a proposal analyst, funder, buyer or investor.
- Learning to win business via grants and contracts.
- Guided hands-on practical proposal writing sessions

9. PLANNING, MONITORING, EVALUATION AND REPORTING OF PROJECTS (3-4/12 TO 10-11/12/2022 -- TWO CONSECUTIVE WEEKENDS)

- An upgraded workable understanding of the key concepts in Planning, Monitoring, Evaluation and Reporting
- An understanding of the importance of integrating Monitoring, Evaluation and Reporting into project Planning, and an understanding of where they fit into the project cycle
- Knowledge of how to plan a project using the Logical Framework Approach
- Knowledge of how to develop a Result-based monitoring and evaluation framework

- A basic knowledge of data collection and analysis techniques, and their relationship to the different types of evaluation
- Identify and develop “SMART” objectives and indicators
- Identify and apply appropriate qualitative and quantitative data collection techniques
- Construct a terms of reference and an evaluation report

APPLICATION PROCESS

Interested candidates (individuals OR institutions) are encouraged to register for courses through paying the training fees:

- Bank Account: 000400694575007 RWF (Bank of Kigali)
- Title of the Account: Economic Policy Research Network

Scan the bank slip and send it to: info@eprnrwanda.org and copy to: ed@eprnrwanda.org OR bring the hard copy of bank slip to EPRN office located at University of Rwanda Headquarters (former SFB) Gikondo.

You can also pay through MTN MOMO PAY **(*182*8*1*030683#)** or through PayPal on our website (www.eprnrwanda.org) and notify us through info@eprnrwanda.org

NB: Tailor-Made Course: EPRN also offers tailor-made courses to meet specific organizational needs. This starts with capacity needs assessment, customizing modules, delivering training (physically or online) and offer after-training accompaniment between three and six months (optional).

CERTIFICATES

- EPRN issues completion certificates to participants who successfully attend the course and pass the course test.
- At the end of the course, the trainer delivers a test, and ONLY participants who pass the course with at least 60% will get the certificates.
- Those failing to have 60% from the test are allowed to attend a similar training (same topic free of charge) only once.

If you need further clarifications, call us through: +250788357648 or write to us: info@eprnrwanda.org