

**WASHINGTON INTERNATIONAL MANAGEMENT INSTITUTE (WIMI)
7063 Carroll Avenue, Takoma Park, MD 20912
USA**

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2019

Management and Leadership Training Program

WIMI = 3^E

Expertise ♥ Experience ♥ Excellence

PARTNER FOR GLOBAL HUMAN CAPACITY DEVELOPMENT SINCE 1995

WI301: IMPLEMENTING RESULTS-BASED MANAGEMENT IN THE PUBLIC SECTOR

DATE OF THE SEMINAR: JUNE 17-28, 2019

Course Objectives

- Discover step-by-step approach for introducing results-based management (RBM) in your organization or for re-orienting the current system to focus on results.
- Be able to use appropriate results-based management tools in development programs.
- Know how to construct the results chains as well as performance indicators based on a set of successful practical cases.
- Identify and learn the steps and tools for building a results-based monitoring and evaluation system.
- Be able to use results data to improve resource allocation, decision-making and organizational learning.
- Share experiences on the best RBM practices.

Major Topics

- RBM: challenges for improving organizational effectiveness in the context of increased accountability and constructive partnerships;
- Setting the results logical framework;
- Results-based management system process;
- Establishing and using performance indicators;
- Results-based monitoring and evaluation system;
- Using performance information in resource allocation and decision-making;
- Issues and challenges in implementing the RBM approach;
- Experience sharing.

Intended Audience

- Senior and middle-level managers involved in development planning, management, financing, and monitoring and evaluation.
- Coordinators and managers of development programs.
- Coordinators of institutional and organizational reform programs.
- Advisors and trainers in the areas of development management and poverty alleviation strategies.

WI302: PROJECT PLANNING, MANAGEMENT AND IMPLEMENTATION

DATE OF THE SEMINAR: NOVEMBER 4-15, 2019

Course Objectives

- Improve skills in project design, management, implementation and evaluation through exposure to up-date project management concepts and techniques.
- Better understand the core elements and tools of project financial, economic and social analysis.
- Acquire pertinent tools for project planning, management, monitoring and evaluation with a results focus.
- Discover critical factors and processes for project success and sustainability.
- Share practical experiences on the best practices in project planning, management and implementation for poverty alleviation.

Major Topics

- Initiatives and strategies for promoting development and alleviating poverty ;
- Overview of the program (project) cycle with poverty alleviation and results focus;
- Project planning and programming ;
- Financial, economic and social analysis;
- Project organization, supervision and implementation;
- Project coordination in a multi stakeholder environment ;
- Monitoring, evaluation and reporting with a results focus;
- Performance contracting ;
- Project management with sustainability concerns;
- Experience sharing.

Intended Audience

- Program or project managers and coordinators.
- Development planners at the national, sector and local levels.
- Private sector and NGO owners and managers.
- Advisors and trainers in the area of project management, monitoring and evaluation.

WI303: AID COORDINATION, NEGOTIATION AND RESOURCE MOBILIZATION

DATE OF THE SEMINAR: OCTOBER 14-25, 2019

Course Objectives

- Acquaint participants with major international and national initiatives for improving aid and development effectiveness and their implications for a recipient government-led aid coordination and management.
- Improve knowledge of how external assistance can be constructively and effectively utilized in order to create a solid foundation for economic and human development.
- Develop proven mechanisms and tools for strengthening aid coordination.
- Identify and develop strategies for building partnerships and improving resource mobilization with conventional and emergent sources of development funding.
- Learn how to improve communication and dialogue with donors to achieve development results.
- Share experiences on the best practices on aid coordination, partnerships building and resource mobilization.

Major Topics

- Key initiatives and strategies for improving development effectiveness and accountability;
- Aid coordination functions, approaches and mechanisms;
- National aid policy and national development strategy;
- Partnerships and resource mobilization strategies and tools;
- Aid information system;
- Monitoring and impact evaluation of development assistance;
- Negotiation with donors;
- Experience sharing.

Intended Audience

- Senior and middle-level officials and managers involved in developing planning and management, partnerships building, aid coordination and international cooperation.
- Program officers in aid agencies.
- Advisors and trainers on aid coordination, partnerships building, resource mobilization and international cooperation.

WI304: ECONOMIC STRUCTURAL TRANSFORMATION AND SUSTAINABLE DEVELOPMENT: STRATEGIES AND TOOLS

DATE OF THE SEMINAR: AUGUST 19-30, 2019

Course Objectives

- Identify and better understand the foundations of growth and accelerated economic development.
- Identify strategies to sustain growth, facilitate and support economic emergence.
- Better address the issues related to the structural transformation of the economy for accelerated and sustainable development.
- Master the approaches and tools for accelerating growth and structural transformation of the economy.
- Exchange experiences on the best practices of economic emergence and structural transformation.

Major Topics

- Economic structural transformation and sustainable development: lessons learned;
- Foundations of growth and sustainable economic development;
- Emerging strategies and policies for accelerated economic transformation;
- Competitiveness and value chain development in key sectors;
- Development of economic intelligence;
- Promotion of social impact investments;
- Development of entrepreneurship and inclusive business models;
- Support institutions and policies for accelerated economic transformation;
- Accelerated economic transformation and natural resource management.
- Experience sharing.

Intended Audience

- Public policy makers involved in economic structural transformation issues for achieving sustainable development goals.
- Senior-level managers involved in economic planning and private sector development.
- Members of the chambers of commerce and industry.
- Advisors and trainers in the areas of economic reforms and management and private sector development.

WI305: IMPLEMENTING RESULTS-BASED PROGRAM BUDGETING

DATE OF THE SEMINAR: JULY 15-26, 2019

Course Objectives

- Gain a deeper understanding of how to improve efficiency and effectiveness of public expenditures by linking funding to results and making a systematic use of performance information.
- Learn how to restructure and manage financial control and auditing systems to focus on performance and results.
- Share experiences on the best practices on results-based program budgeting and accountability for results.

Major Topics

- Results-based program budgeting and development planning and effectiveness;
- Setting the program logical results framework;
- Elaborating a medium term expenditure framework;
- Establishing and using performance indicators;
- Management responsibilities;
- Financial control and audit with a results focus;
- Monitoring, evaluation and reporting format;
- Using performance information for resource allocation and decision-making;
- Required interventions and actions to achieve performance;
- Issues and challenges in implementing a results-based program budgeting;
- Experience sharing.

Intended Audience

- Senior and middle-level officials and managers involved in development planning and budgeting.
- Comptrollers, auditors and financial inspectors.
- Members of legislative oversight and budget committees.
- Advisors and trainers on financial management, budgeting, financial control and auditing.

WI306: LEADERSHIP AND CHANGE FACILITATION AND MANAGEMENT

DATE OF THE SEMINAR: SEPTEMBER 16-27, 2019

Course Objectives

- Gain a deeper understanding of the transformative role of leadership in organizations.
- Develop skills and competencies for enhancing individual and team leadership.
- Acquire skills in strategic change's facilitation and management.
- Know how to use leadership competencies to build effective teams, motivate for exceptional results, deal constructively with conflict situations, communicate effectively with internal and external stakeholders and proactively manage the change process.
- Learn how to develop emotional intelligence competencies.
- Share experiences on the best leadership practices for improving organizational and institutional development.

Major Topics

- Leadership challenges in a rapidly changing environment;
- Vision, strategy and change initiation;
- Implementing the change process with a results focus;
- Organizing, communicating and motivating to achieve results;
- Negotiating change with stakeholders;
- Emotional intelligence's competencies in practice;
- Experience-sharing.

Intended Audience

- Senior officials, managers and executives.
- Officials involved in negotiation of projects or/and loan agreements.
- Managers and coordinators of economic and institutional reforms.
- Advisors and trainers in the areas of political, administrative and economic governance and reforms.

ADMINISTRATIVE AND FINANCIAL INFORMATION

1. OUR MISSION

Established in 1995, the Washington International Management Institute (WIMI) is a global training and consulting firm dedicated to helping its clients with proven management solutions to achieve their goals in the most efficient, effective and sustainable manner possible. This purpose is carried out through experience-driven management training and technical assistance programs. WIMI's work particularly focuses on helping developing countries to effectively lead, manage and sustain changes in today's challenging environment, as part of a process of continuous learning, renewal and self-transformations.

2. WHY SELECTING WIMI?

Over the last twenty two years, WIMI has trained more than three thousand senior and middle-level officials and managers from governments, private and non-governmental organizations in various management and governance areas. These officials and managers have overwhelmingly rated WIMI's training programs as exceptionally unique, at least in three ways. First, an extensive use of highly experienced facilitators who have themselves led and managed development programs, have gone through and grasped the challenges of underdevelopment and poverty and how they can be effectively tackled. Hence, participants learn and interact with a cadre of first-class experts who have a strong commitment to development and have proven experiences they envision to acquire. Second, the harmonious integration of technical skills with behavioral competencies in a single coherent framework, thereby equipping learners with critical tools that help them cultivate new ways of thinking, leading and managing while breaking those attitudes and worldviews that often hold them back. Third, the use of in-house technical manuals which are professionally prepared to serve as both pedagogic guides during the training program, and as reference documents at the workplace. WIMI takes pride in learning that most of its former participants have significantly improved their performance capacity, and a large number of them have been promoted to higher positions, as a result.

3. TRAINING METHODOLOGY

WIMI applies a performance-based approach in training program design and development. Training courses and content are annually revised based on the suggestions made by former participants, course evaluation data and our own assessments. The applicants to a course are also given the opportunity at the time of their application to make recommendations on any expectations they might have with respect to their chosen course. This information helps filter the specific needs of a participant group in the course program.

Teaching methods are highly interactive and combine various approaches: short presentations by course facilitators, structured debates and discussions, case studies, video presentations, exchange of ideas and experiences in small groups and in plenary sessions and field visits. The latter are planned with the aim of enabling participants to interact with professionals in their respective areas of work and to gain new perspectives on management.

Each course program starts with a general discussion of the core functions and processes of modern management and their relevance to development. This Module is intended to foster key functional management, self-esteem and emotional intelligence skills and competencies that are essential for building performance-driven organizations.

A participant round table is scheduled at the end of each seminar. The round table work is designed to allow participants to work individually or in groups on a specific project. The participants are expected to apply the concepts and tools acquired during the seminar to their project. The participant round table is also an opportunity for course participants to develop action plans for disseminating course materials and training others on return to their respective institutions.

A satisfactory completion of the course program is sanctioned by a proficiency certificate.

4. REGISTRATION PROCEDURE

An application form comes with this brochure. Please feel free to reproduce the form in several copies for your colleagues and staff members. The form, thoroughly filled out, must be signed by the applicant and approved by an official of the funding agency. The applicants have the options to either register online by visiting our web site www.wimi.net, or submit their application forms by e-mail wimi@wimi.net.

Please note that this course program is targeted to those candidates who have a full command of the English language (listening, speaking and writing). A separate course program in French is intended to French speakers.

5. TUITION

The special tuition is **US\$4,980** (Four Thousand Nine hundred Eighty US Dollars) per participant. It is payable in the United States dollars prior to the start of the course. The tuition covers training services, technical documentation and transportation to field visits. The tuition is wired at least sixty days before the beginning of the course program. WIMI will provide you with the banking information in the pre-admission letter. Make sure your name appears on the transfer document.

Participants are advised to wire their tuition payments together with their lodging fees. The lodging information is provided below. Participants are responsible for their meals, accommodations and other expenses related to their participation into the program.

6. REGULATIONS ON COURSE POSTPONMENT

Once a course is scheduled during the year, it is normally executed as planned. In rare cases where a course is postponed, the Institute automatically reschedules the confirmed participants on the next session of the same course. A participant may select another course of his/her own choice. The Institute does not refund tuition. As stated above, WIMI will rather reschedule the confirmed participant on the next course session or on another course of his/her choice. A funding agency or authority may choose to replace a candidate who, for some reasons, is not able to attend a program for which a payment was already made. A candidate (or his/her replacement) who has paid his/her

tuition, but could not attend the desired training course during the year, has two years maximum (from the year he/she has missed the course) to participate in any training program of his/her choice without additional charges. After this period, he/she forfeits the entire tuition.

7. VISA, TRAVEL AND ACCOMMODATIONS

A letter of admission is forwarded to all participants who have completed their technical and financial formalities. This letter is intended to facilitate travel and visa formalities. Please check with the US Embassy in your country about visa procedural requirements and act accordingly, and in real time.

The participants are strongly advised to arrive in Washington, D.C. at least a day before the beginning of their course program. They will be accommodated at Eden Park Guest House. The special rate for a single occupancy with a private bathroom is \$140 per night (plus taxes: 13% of the total). The special rate for a single occupancy for private rooms with a shared bathroom is \$100 (the bathroom is next door, and is used by one guest at a time). Breakfast and internet use are included in the special rates.

Additional information on the course program, accommodation, and protocol at the airport of arrival as well as weather conditions are provided in the welcoming letter that comes with the admission letter.

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SEMINAR APPLICATION FORM



Please fill out the application form and send it by e-mail wimi@wimi.net

Name: _____

Address: _____

Telephone number: _____ Fax: _____ E-mail _____

Present employer: _____

Title: _____

Functions: _____

Seminar Title _____

Seminar Date: _____

Seminar's Expectations: _____

How did you know about WIMI: _____

Funding Source: _____

Funding Status: Confirmed _____ In negotiation _____

Signature: _____ Date: _____

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2019 COURSE SCHEDULE

CODE	COURSE TITLE	COURSE DATES
WI301	Implementing Results-Based Management in the Public Sector	June 17-28
WI302	Project Planning, Management and Implementation	November 4-15
WI303	Aid Coordination, Negotiation and Resource Mobilization	October 14-25
WI304	Economic Structural Transformation and Sustainable Development : Strategies and Tools	August 19-30
WI305	Implementing Results-Based Program Budgeting	July 15-26
WI306	Leadership and Change Facilitation and Management	September 16-27

The special tuition is US\$4,980 per participant (Four thousand nine hundred eighty US dollars). For online applications, please visit our web site: www.wimi.net. Do not hesitate to contact us for any courses not listed on this year's calendar, or for any other relevant information.

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