

SAMPLE SYLLABUS

Main Topic: Action Planning for Improving Statistics on MDGs

Training Goal: To introduce to participants the use of the logical framework analysis approach in developing an actionable plan for improving the capacity of national statistical systems for providing timely and accurate data for MDGs	Sub-topics 1. Introduction to Logical Framework Analysis (LFA) as basis for Action Planning 1.1. Overview of Results-based Management Principles 1.2. Problem & Objective Trees Analyses 1.3. Elements of a Strategic Plan 1.4. The LFA Matrix 2. Formulating the Results-Chain for the LFA 3. Formulating the LFA Matrix as Initial Step in Applying LFA to Action Plans for Improving Statistics for Monitoring MDGs
Total Duration: 4 hours	
Target participants <ul style="list-style-type: none">• Senior level statisticians, planners and key users of statistics who have key responsibilities in the preparation of MDG reports, especially the provision of statistics and the use of statistics for measuring progress towards achieving the MDGs	
Training Sessions: <ul style="list-style-type: none">▪ Session One- Results-based Management and Logical Framework Analysis▪ Session Two- Results-chain and Strategic Planning▪ Session Three- LFA Matrix and Action Planning	
Training Materials: <ul style="list-style-type: none">▪ PowerPoint Presentation slides▪ Group Instruction Sheets	
References: UNESCAP. 2003. Guidelines for Project Proposals. Bangkok.	

SAMPLE Sessions Plan

Topic	Session	Duration	Learning Objectives: At the end of the session, participants will be able to--	Training Techniques/ Participant Activity	Training Materials and Aids
1	One	1 hour	<ul style="list-style-type: none"> ▪ Explain the Logical Framework Analysis (LFA) and LFA matrix tool which can be used to develop action plans 	<ol style="list-style-type: none"> 1. Asking participants to share their experiences in the use of LFA as well as questions they may have and note them on a flip chart (15 minutes) 2. Presentation/ discussion using PowerPoint slides (40 minutes) 3. Wrap-Up referring back to the questions raised earlier (5 minutes) 	<ul style="list-style-type: none"> ▪ Flip Charts ▪ PowerPoint slides
2	Two	1 hour	<ul style="list-style-type: none"> ▪ Identify the different levels of results imbedded in an action plan ▪ Begin developing an LFA Matrix 	<ol style="list-style-type: none"> 1. Introduction to the Session using PowerPoint slides (15 minutes) 2. Group Work (45 minutes: 30 for group work and 15 for presentation.) <ul style="list-style-type: none"> ▪ Participants will be divided into 3 or 4 groups (5/6 members in one group) and will be assigned a pre-selected problem for which an action plan will be formulated. ▪ The group will carry out a problem tree and objectives analysis of the problem. ▪ Objectives will be classified into impact, outcomes, outputs, and activities. ▪ Based on these levels of results, the groups will then complete the first column of the LFA matrix, i.e. the Narrative Summary, using presentation cards. ▪ The results will then be shared in a plenary for comments and suggestions and subsequent revision of the first column of the LFA matrix. 	<ul style="list-style-type: none"> ▪ Copies of Action Plans ▪ Presentation cards & Kraft paper sheet ▪ Group Instructions Sheet ▪ PowerPoint slides

S A M P L E Sessions Plan

Topic	Session	Duration	Learning Objectives: At the end of the session, participants will be able to--	Training Techniques/ Participant Activity	Training Materials and Aids
3	Three	2 hours	<ul style="list-style-type: none"> ▪ Complete an LFA Matrix ▪ Understand how an action plan can be strengthened by developing an LFA Matrix 	<p>Energizer (10 minutes) Group Exercise</p> <ul style="list-style-type: none"> ▪ (60 minutes) Using the revised LFA Matrix with the finalized Narrative summary, the groups (same as above) will complete the LFA Matrix by (1) filling the last column of the LFA Matrix identifying the risks and assumptions, the second column of the LFA Matrix identifying the Objective Verifiable Indicators (OVI) and the third column of the LFA Matrix indicating the Sources of Verification (SOV) ▪ (50 minutes) The completed LFA Matrices will be shared with other groups in a plenary session. Trainer and participants will comment on contents and formulation of the matrix. 	<ul style="list-style-type: none"> ▪ Presentation cards & Kraft paper sheet (from session two) ▪ Group Instructions Sheet