

ASWAS 12/15

**CURRICULUM MATRIX  
FOR  
WORKSHOP DEVELOPMENT**

FPNT CURRICULUM SUMMARY

SKILL MOD MODULE # TITLE	OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3	OBJECTIVE 4	OBJECTIVE 5	OBJECTIVE 6	OBJECTIVE 7	OBJECTIVE 8
SKILL AREA FIN								
FIN 1 SKILLS, TECHNIQUES, AND PRACTICAL APPLICATIONS IN ACCOUNTING AND COST ANALYS	TO BECOME FAMILIAR WITH BASIC PRINCIPLES AND METHODS IN THE ACCOUNTING AND BUDGETING PROCESS	TO IDENTIFY THE APPLICATIONS IN PROGRAM PLANNING AND CONTROL FOR COST: CAPITAL VS RECURRENT, VARIABLE VS FIXED, AND DIRECT VS INDIRECT COSTS	TO IDENTIFY AND ASSESS THE UNDERLYING RELATIONSHIPS BETWEEN COST CATEGORIES AND THEIR IMPACT ON PROGRAM COSTS	TO BECOME FAMILIAR WITH BASIC COMPONENTS OF BUDGET PREPARATION	TO IDENTIFY UNIT COSTS OF PROGRAM ACTIVITIES AND THEIR USE IN PROGRAM BUDGETING	TO DEVELOP PROGRAM COST ESTIMATES AND ANALYSE TRENDS	TO ANALYSE AND PROJECT FINANCIAL IMPLICATIONS OF TRENDS TO FORECAST FUTURE FINANCIAL NEEDS OF PROGRAM ACTIVITIES	TO IDENTIFY AND CALCULATE UNIT COST OF SERVICES AND TOTAL PROGRAM COSTS TO SERVE AS A BASE FOR COST RECOVERY TARGETS
FIN 2 SKILLS AND TECHNIQUES IN PROGRAM BUDGETING AND RESOURCE ALLOCATION	TO ASSESS RELATION OF RESOURCE ALLOCATIONS TO PROGRAM PRIORITIES	TO IDENTIFY AND PROJECT OPERATING AND INVENTORY COSTS OF EXPANSION OF FACILITIES AND/OR DELIVERY SYSTEM PROGRAMS	TO IDENTIFY AND PROJECT INVENTORY COSTS BASED ON CHANGES IN NUMEROUS PRODUCT LINES	TO IDENTIFY THE FINANCIAL IMPACT OF ALTERNATIVE PROGRAM STRATEGIES	TO ASSESS IMPACT OF INFLATION AND DEPRECIATION ON PROGRAM BUDGETS	TO IMPROVE RESOURCE ALLOCATION THROUGH THE USE OF COST-BENEFIT AND COST-EFFECTIVENESS TECHNIQUES AND ANALYSES		
FIN 3 RESOURCE MOBILIZATION: SKILLS, STRATEGIES, TECHNIQUES AND APPLICATIONS	TO DESCRIBE AND EVALUATE ALTERNATIVE MECHANISMS FOR COST RECOVERY FOR EXISTING AND EXPANDED PROGRAMS	TO FORMULATE AN ACTION PLAN FOR MOBILIZING ALTERNATIVE RESOURCES AND IMPROVE PROPOSAL WRITING ABILITIES	TO UNDERSTAND AND ASSESS HOW THE VARIABLES IN PRICING INFLUENCE CONSUMERS' WILLINGNESS TO BUY CONTRACEPTIVE SERVICES AND PRODUCTS	TO IDENTIFY AND ASSESS THE EFFECTS OF PRICING INCENTIVES WHICH INFLUENCE PROVIDER/DISTRIBUTOR INTEREST IN SELLING CONTRACEPTIVE PRODUCTS AND SERVICES	TO IDENTIFY AND EVALUATE PRICING POLICIES THAT MAXIMIZE COST RECOVERY AND MINIMIZE LOSS OF CONTRACEPTIVE USERS			
FIN 4 FIN. INFORMATION FOR PROGRAM MANAGEMENT, DECISION-MAKING: SKILLS, TECHNIQUES	TO RECOGNIZE THE VARIETY OF REGULATIONS AND STIPULATIONS THAT CAN ACCOMPANY DONOR FUNDS AND TO IMPROVE PROCEDURES FOR DONOR ACCOUNTABILITY	TO ASSESS NEED AND FUNCTIONS OF BANK ACCOUNTS AND PETTY CASH	TO IMPROVE AUDITING PROCEDURES	TO IDENTIFY THE DISTINCT FINANCIAL INFORMATION NEEDS FOR REPORTING, MONITORING, ENFORCING, AND DECISION-MAKING	TO ASSESS ABILITIES TO COLLECT, ORGANIZE, AND REPORT FINANCIAL INFORMATION	TO DISPLAY CONFIDENCE IN REVIEWING ACCOUNTING AND BUDGETING SYSTEMS AND PROCEDURES	TO IDENTIFY APPROPRIATE COMPUTER APPLICATIONS	

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FPMT CURRICULUM SUMMARY

SKILL MOD MODULE # TITLE	OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3	OBJECTIVE 4	OBJECTIVE 5	OBJECTIVE 6	OBJECTIVE 7	OBJECTIVE 8
** SKILL AREA HRM								
HRM 1 INTRODUCTION TO MANAGEMENT	DEFINE THE FUNCTION OF MANAGEMENT	DIFFERENCE BETWEEN MANAGEMENT AND TECHNICAL WORK	DESCRIBE HOW PLANNING ENABLES MANAGER TO PERFORM THESE FUNCTIONS					
HRM 2 TASK/JOB ANALYSIS	DESCRIBE PURPOSE AND PROCESS OF JOB ANALYSIS	ANALYSE SITUATION AND SELECT APPROPRIATE JOB ANALYSIS METHODS	PREPARE A PLAN FOR CONDUCTING A JOB ANALYSIS INCLUDING DATA COLLECTION AND ANALYSIS	DESCRIBE THE PROCESS OF INTEGRATING JOB ANALYSIS RESULTS				
HRM 3 PERFORMANCE APPRAISAL AND CAREER MANAGEMENT	IDENTIFY ELEMENTS OF EFFECTIVE PERFORMANCE APPRAISAL SYSTEM AND IMPLICATIONS OF IMPLEMENTING SUCH A SYSTEM	IDENTIFY BARRIERS TO INTRODUCING A PERFORMANCE APPRAISAL SYSTEM	IDENTIFY BENEFITS AND IMPLICATIONS OF PERFORMANCE APPRAISAL FOR CAREER DEVELOPMENT	PREPARE A STRATEGY FOR INTRODUCING AN EFFECTIVE PERFORMANCE APPRAISAL SYSTEM INTO AN ORGANIZATION				
HRM 4 MANAGEMENT OF CHANGE	EXPLAIN THEORETICAL FOUNDATIONS OF CHANGE PROCESS	DESCRIBE NEED FOR AND ROLE OF CHANGE AGENT IN IDENTIFYING NEED FOR CHANGE AND MAINTAINING CHANGE	DISCUSS PROCEDURE FOR ASSESSING THE STATUS OF A WORKGROUP IDENTIFYING PROBLEMS, DEVELOPING STRATEGIES AND MONITORING CHANGE	APPLY CONSULTING SKILLS RE: DATA GATHERING, REPORTING FINDINGS, PLANNING CONSULTATIONS, INTERVIEWING, REPORT PREPARATION, PRESENTATION, CONDUCTING MEETINGS	DEFINE SOCIAL AND INSTITUTIONAL FACTORS WHICH FACILITATE OR HINDER CHANGE			
HRM 5 TRAINING SYSTEMS	COMPARE AND DISCUSS THE OBJECTIVES AND METHODS OF BASIC AND IN-SERVICE TRAINING PROGRAMS	IDENTIFY STRATEGIES FOR COORDINATING BASIC AND IN-SERVICE TRAINING ACTIVITIES TO ENSURE EFFECTIVE SERVICES	REVIEW THE RESPONSIBILITIES OF IN-SERVICE TRAINING STAFF RELATED TO MATERIALS, TEACHING ASSESSMENT, ETC.	SPECIFY THE CRITERIA FOR THE DEVELOPMENT OF EFFECTIVE TRAINING PROGRAMS				
HRM 6 HUMAN RESOURCE POLICIES FOR FAMILY PLANNING	DEFINE ROLE OF POLICIES IN DEVELOPMENT OF HUMAN RESOURCE SYSTEM FOR FAMILY PLANNING	IDENTIFY POLITICAL FACTORS THAT PLAY A ROLE IN POLICY FORMULATION	DESCRIBE PROCESS OF POLICY ANALYSIS AND ITS USES IN DEVELOPING AND IMPLEMENTING HUMAN RESOURCE PLANS					
HRM 7 HUMAN RESOURCE PLANNING	DESCRIBE FOUR DIFFERENT METHODS OF DETERMINING HUMAN RESOURCE REQUIREMENTS (NEEDS)	IDENTIFY MAJOR FACTORS THAT MAY INFLUENCE HUMAN RESOURCE SUPPLY	SPECIFY MAIN COMPONENTS OF A PERSONNEL SUPPLY PROJECTION	IDENTIFY MAIN FACTORS AFFECTING GAIN AND LOSS RATES	SPECIFY WHICH OF THESE FACTORS ARE CONTROLLABLE AND WHICH ARE NOT	PREPARE A SUPPLY PROJECTION		

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FPMT CURRICULUM SUMMARY

SKILL MOD MODULE  
8 TITLE

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

OBJECTIVE 4

OBJECTIVE 5

OBJECTIVE 6

OBJECTIVE 7

OBJECTIVE 8

HRM 8 FINANCIAL  
IMPLICATIONS OF  
PERSONNEL POLICIES  
AND PLANS

IDENTIFY DIRECT AND  
INDIRECT COSTS OF  
PERSONNEL

DESCRIBE WAYS OF  
PRODUCING  
COMPARATIVE ANALYSES  
OF DIFFERENT  
PERSONNEL  
DEVELOPMENT OPTIONS  
(UNIT COSTS)

SPECIFY THE MEANS OF  
ESTIMATING THE  
FINANCIAL  
IMPLICATIONS OF  
PERSONNEL PLANS

FORMULATE PERSONNEL  
DEVELOPMENT  
STRATEGIES  
APPROPRIATE IN VIEW  
OF OPERATING  
EXPENSES THEY WILL  
GENERATE AND THE  
PROJECTED  
AVAILABILITY OF  
RESOURCES

DESCRIBE  
IMPLICATIONS OF  
SUPPLEMENTARY  
EXTERNAL FUNDING ON  
PLANS FOR HUMAN  
RESOURCE DEVELOPMENT

HRM 9 SUPERVISION

GIVE OPERATIONAL  
DEFINITION OF  
SUPERVISION AS IT  
APPLIES TO FAMILY  
PLANNING PROGRAMS

DESCRIBE QUALITIES  
AND CHARACTERISTICS  
OF AN EFFECTIVE  
SUPERVISOR

DESCRIBE THREE MAIN  
STYLE OF  
SUPERVISION,  
ADVANTAGES AND  
DISADVANTAGES, AND  
THE CIRCUMSTANCES IN  
WHICH THEY ARE  
APPLIED

DETERMINE THE TASKS  
OF NATIONAL,  
REGIONAL, AND  
DEPARTMENTAL  
SUPERVISORS

DEVELOP SUPERVISORY  
INSTRUMENTS /  
CHECKLIST

PRACTICE  
INTERPERSONAL AND  
COMMUNICATION SKILLS  
AND PROBLEM-SOLVING  
SKILLS (FOR  
IMPROVING EMPLOYEE  
PERFORMANCE AND  
CONFLICT RESOLUTION)

HRM 10 ORGANIZATIONAL  
DEVELOPMENT

TO REVIEW THE BASIC  
CONCEPTS OF  
ORGANIZATIONAL  
BEHAVIOR

TO REVIEW FACTORS  
FUNDAMENTAL TO AN  
ORGANIZATION'S  
SUCCESS

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FPMT CURRICULUM SUMMARY

SKILL MOD MODULE  
# TITLE

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

OBJECTIVE 4

OBJECTIVE 5

OBJECTIVE 6

OBJECTIVE 7

OBJECTIVE 8

\*\* SKILL AREA IEC

IEC 1 ORGANIZATION OF IEC  
ACTIVITIES

TO REVIEW DIFFERENT  
MODELS OF ORGANIZING  
IEC ACTIVITIES

TO IDENTIFY  
ADVANTAGES AND  
DISADVANTAGES OF  
THESE MODELS IN THE  
LIGTH OF AVAILABLE  
RESOURCES

TO REVIEW THE  
FINANCIAL  
IMPLICATIONS OF THE  
DIFFERENT MODELS OF  
ORGANIZING IEC  
ACTIVITIES

IEC 2 EVALUATION OF IEC  
ACTIVITIES

TO REVIEW METHODS OF  
EVALUATING IEC  
ACTIVITIES

IEC 3 SOCIAL MARKETING OF  
CONTRACEPTIVES

TO UNDERSTAND THE  
CONCEPT OF SOCIAL  
MARKETING

TO UNDERSTAND THE  
FOUR P'S (PRODUCT,  
PRICE, PLACEMENT AND  
PROMOTION) AS THEY  
RELATE TO THE  
MARKETING OF  
CONTRACEPTIVES

TO REVIEW THE ROLE  
OF OUTSIDE  
AGENCIES/ORGANIZATIO  
NS IN IMPLEMENTING  
SOCIAL MARKETING  
PROJECTS

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SKILL AND MODULE  
# TITLE

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

OBJECTIVE 4

OBJECTIVE 5

OBJECTIVE 6

OBJECTIVE 7

OBJECTIVE 8

## SKILL AREA LOG

LOG 1 SUPPLY SYSTEM  
ORGANIZATIONTO DEFINE THE  
CONCEPT OF A  
"LOGISTICS SYSTEM"  
AND DESCRIBE ITS  
IMPORTANCE IN THE  
DELIVERY OF FAMILY  
PLANNING SERVICESTO IDENTIFY AND  
DESCRIBE THE  
ESSENTIAL COMPONENTS  
OF A FAMILY PLANNING  
LOGISTICS SYSTEM AND  
THE LOGISTICS CYCLETO PREPARE A TABLE  
OF ORGANIZATION AND  
FUNCTIONAL ANALYSIS  
OF THE LOGISTICS  
COMPONENT OF THE  
(PARTICIPANTS')  
PROGRAMTO IDENTIFY WEAK  
SPOTS (IN  
PARTICIPANTS'  
OPERATIONS'  
LOGISTICS SYSTEM)  
AND PLAN SUPPLY  
SYSTEM IMPROVEMENTS

LOG 2 PROCUREMENT

TO ASSIST IN  
SELECTING AND  
PROPERLY REGISTERING  
FAMILY PLANNING  
COMMODITIES TO FIT  
LOCAL NEEDSTO PLAN AND MANAGE  
AN EFFICIENT  
PROCUREMENT PROCESS  
AND PROCUREMENT  
CYCLETO COORDINATE  
PROCUREMENT  
ACTIVITIES WITH  
DONOR AGENCIES AND  
OTHER SUPPLIERS TO  
ASSURE REGULAR  
SUPPLY OF  
COMMODITIESTO IDENTIFY AND  
EFFECTIVELY USE THE  
FULL RANGE OF  
PROCUREMENT METHODS  
AVAILABLE FOR  
CENTRALIZED  
PROCUREMENTTO IDENTIFY  
ALTERNATIVE SUPPLY  
SOURCES FOR FP  
COMMODITIES AND  
COMPARE THE  
FEASIBILITY,  
ADVANTAGES AND  
DISADVANTAGES OF  
EACH POTENTIAL  
SUPPLY SOURCETO UNDERSTAND AND  
USE TECHNIQUES SUCH  
AS LEADTIME ANALYSIS  
AND ABC VALUE  
ANALYSIS TO REDUCE  
COSTS AND IMPROVE  
THE EFFICIENCY OF  
PROCUREMENT  
ACTIVITIESLOG 3 MICROCOMPUTERS FOR  
LOGISTICSTO RECOGNIZE THE  
RANGE OF LOGISTICS  
ACTIVITIES THAT CAN  
BE ASSISTED BY THE  
USE OF A COMPUTERTO UNDERSTAND THE  
BASIC REQUIREMENTS  
FOR APPROPRIATE,  
DEPENDABLE COMPUTER  
SYSTEMS, INCL.  
SOFT/HARDWARE  
SELECTION,  
MAINTENANCE, REPAIR  
AND MANAGEMENTTO MAINTAIN  
COMPLETE, CURRENT  
DATA FOR FORECASTING  
PURPOSESTO USE MORE  
SOPHISTICATED  
TECHNIQUES FOR  
FORECASTING  
REQUIREMENTS DURING  
PERIODS OF EITHER  
PROGRAM STABILITY OR  
PROGRAM GROWTHTO REVIEW, AND IF  
APPROPRIATE, SELECT  
FORECASTING SOFTWARE  
WHICH SUITS THE  
NEEDS OF THE  
(PARTICIPANTS')  
PROGRAM

LOG 4 FORECASTING

TO IDENTIFY  
RELIABLE,  
APPROPRIATE SOURCES  
OF DATA FOR  
FORECASTING  
REQUIREMENTS FOR  
INDIVIDUAL  
COMMODITIESTO USE MANUAL  
TECHNIQUES TO MAKE  
CONSUMPTION-, SERVICE  
-, OR  
POPULATION-BASED  
FORECASTS OF  
COMMODITY  
REQUIREMENTS FOR  
EITHER NEW OR  
ESTABLISHED PROGRAMSTO TEACH SUPPLY  
MANAGEMENT STAFF TO  
USE STOCK RECORDS TO  
PERFORM CALCULATIONS  
NEEDED TO DETERMINE  
ISSUE QUANTITIES  
BETWEEN EACH LEVEL  
OF SUPPLY SYSTEMTO RECOGNIZE  
DIFFERENCE  
BETW/PERIODIC,  
PERPETUAL AND MIXED  
INVENTORY CONTROL  
SYSTEMS AND  
IMPLEMENT AND  
IDENTIFY MOST  
APPROPRIATE FOR  
SPECIFIC NEEDSTO USE INVENTORY  
REC'S TO ANALYZE  
SUPPLY STATUS,  
INCL. ESTIMATING # OF  
MONTHS OF STOCK ON  
HAND AND IDENTIFYING  
PRODUCTS AT RISK OF  
EXPIRATIONTO REVIEW, AND IF  
APPROPRIATE, SELECT  
INVENTORY CONTROL  
SOFTWARE WHICH SUITS  
THE NEED OF THE  
(PARTICIPANTS')  
PROGRAMTO USE PIPELINE  
ANALYSIS, ABC VALUE  
ANALYSIS AND OTHER  
TECHNIQUES TO  
IDENTIFY AND  
IMPLEMENT ACTIVITIES  
TO REDUCE COST AND  
IMPROVE SUPPLY  
SYSTEM

LOG 5 INVENTORY MANAGEMENT

TO ESTABLISH AND  
MAINTAIN A SYSTEM OF  
BASIC INVENTORY  
RECORDS (STOCK CARDS  
OR LEDGERS) AT ALL  
LEVELS OF THE SUPPLY  
SYSTEMTO USE INFO FROM  
STOCK RECORDS TO  
ESTABLISH MANAGEMENT  
GUIDELINES FOR  
REORDER  
INTERVALS, SAFETY  
STOCK, MAXIMUM AND  
MINIMUM LEVELS, AND  
ORDER QUANTITIESTO TEACH SUPPLY  
MANAGEMENT STAFF TO  
USE STOCK RECORDS TO  
PERFORM CALCULATIONS  
NEEDED TO DETERMINE  
ISSUE QUANTITIES  
BETWEEN EACH LEVEL  
OF SUPPLY SYSTEMTO RECOGNIZE  
DIFFERENCE  
BETW/PERIODIC,  
PERPETUAL AND MIXED  
INVENTORY CONTROL  
SYSTEMS AND  
IMPLEMENT AND  
IDENTIFY MOST  
APPROPRIATE FOR  
SPECIFIC NEEDSTO USE INVENTORY  
REC'S TO ANALYZE  
SUPPLY STATUS,  
INCL. ESTIMATING # OF  
MONTHS OF STOCK ON  
HAND AND IDENTIFYING  
PRODUCTS AT RISK OF  
EXPIRATIONTO REVIEW, AND IF  
APPROPRIATE, SELECT  
INVENTORY CONTROL  
SOFTWARE WHICH SUITS  
THE NEED OF THE  
(PARTICIPANTS')  
PROGRAMTO USE PIPELINE  
ANALYSIS, ABC VALUE  
ANALYSIS AND OTHER  
TECHNIQUES TO  
IDENTIFY AND  
IMPLEMENT ACTIVITIES  
TO REDUCE COST AND  
IMPROVE SUPPLY  
SYSTEM

FPMT CURRICULUM SUMMARY

SKILL MOD MODULE # TITLE	OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3	OBJECTIVE 4	OBJECTIVE 5	OBJECTIVE 6	OBJECTIVE 7	OBJECTIVE 8
LOG 6 DISTRIBUTION SYSTEM MANAGEMENT	TO USE INVENTORY MANAGEMENT INFORMATION TO DIAGRAM THE SUPPLY "PIPELINE" AND, WITH THIS INFORMATION, ASSESS THE ADEQUACY OF THE DISTRIBUTION NETWORK	TO SELECT AND ARRANGE FOR TRANSPORT MODES APPROPRIATE TO PROGRAM RESOURCES AND THE LOCAL ENVIRONMENT	TO PLAN ROUTES AND SCHEDULES WHICH MAKE OPTIMAL USE OF AVAILABLE TRANSPORT					
LOG 7 WAREHOUSING	TO TEACH SUPPLY MANAGEMENT STAFF GUIDELINES FOR PROPER STORAGE OF FAMILY PLANNING COMMODITIES	TO PLAN ADEQUATE STORAGE SPACE AND EFFICIENT ORGANIZATION OF STORAGE FACILITIES	TO ORGANIZE WAREHOUSING ACTIVITIES TO ASSURE SMOOTH FLOW OF GOODS THROUGH THE WAREHOUSE					
LOG 8 EVALUATION OF SUPPLY ACTIVITIES	TO USE DATA FROM FP MIS TO ASSESS LOGISTICS ACTIVITIES AT EACH LEVEL OF SYSTEM, IDENTIFY WEAKSPOTS, PROPOSE ACTIONS TO STRENGTHEN THE LOGISTICS SYSTEM	TO UNDERSTAND CONCEPTS OF CYP AND CQP, USE SUPPLY SYSTEM DATA TO CALCULATE THESE AND KNOW HOW TO USE THIS INFO TO ESTIMATE PROGRAM COVERAGE						

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SKILL MOD MODULE  
# TITLE

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

OBJECTIVE 4

OBJECTIVE 5

OBJECTIVE 6

OBJECTIVE 7

OBJECTIVE 8

# SKILL AREA M&E

M&E 1 M&E MONITORING AND EVALUATION ?

TO IDENTIFY NEEDS (WITHIN PARTICIPANTS' WORK) WHICH CAN BE MET BY AN EFFECTIVE MONITORING AND EVALUATION SYSTEM

M&E 2 M & E SYSTEMS: DEFINITION, ANALYSIS AND PLANNING

TO DEFINE AND USE M & E TERMINOLOGY (MONITORING, EVALUATION, M&E SYSTEM, OBJECTIVE, ACTIVITY, INDICATORS, DATA INFORMATION

TO UNDERSTAND THE PROCESS OF ANALYZING EXISTING OR PROPOSED M & E SYSTEMS AND THE CONCEPT OF INTERACTIVE DESIGN PROCESS

TO PLAN THE STEPS NECESSARY FOR THE DEVELOPMENT OF A MONITORING AND EVALUATION SYSTEM

M&E 3 DATA COLLECTION FOR MONITORING AND EVALUATION PURPOSES

TO DESCRIBE THE DIFFERENT TYPES OF DATA WHICH CAN BE USED IN MANAGING A FAMILY PLANNING PROGRAM

TO DESCRIBE THE USES, ADVANTAGES AND DISADVANTAGES OF ALTERNATIVE DATA COLLECTION METHODOLOGIES

TO TRANSFORM RAW DATA INTO USEFUL INFORMATION THROUGH DATA ANALYSIS

TO DESIGN A PARSIMONIOUS DATA COLLECTION AND ANALYSIS SYSTEM

M&E 4 SYSTEMS USE

TO CHART THE FLOW OF DATA FROM SOURCE TO USER IN (PARTICIPANTS') FAMILY PLANNING PROGRAM

TO IMPROVE MANAGEMENT DECISIONS AND STAFF PERFORMANCE THROUGH MONITORING AND EVALUATION

M&E 5 HUMAN RESOURCE ISSUES IN MONITORING AND EVALUATION

TO UNDERSTAND THE INTIMATE LINK BETWEEN MONITORING AND SUPERVISION SYSTEMS

TO UNDERSTAND THE HUMAN RESOURCE REQUIREMENTS FOR MAINTAINING A MONITORING AND EVALUATION SYSTEM

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FPMT CURRICULUM SUMMARY

SKILL NO. MODULE # TITLE	OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3	OBJECTIVE 4	OBJECTIVE 5	OBJECTIVE 6	OBJECTIVE 7	OBJECTIVE 8
11 SKILL AREA MIS MIS 1 INTRODUCTION	TO DEFINE MIS		TO DESCRIBE PARTICIPANT'S ORGANIZATION AND ITS MIS					
MIS 2 IDENTIFICATION OF CRITICAL MANAGEMENT FUNCTIONS FOR FP ORGANIZATIONS	TO ESTABLISH A FRAMEWORK FOR ANALYZING MANAGEMENT FUNCTIONS		TO ANALYZE IMPORTANT MANAGEMENT FUNCTIONS IN PARTICIPANTS' ORGANIZATIONS	TO IDENTIFY FUNCTIONS THAT WOULD BE MOST IMPROVED BY HAVING INFORMATION SYSTEM SUPPORT				
MIS 3 IDENTIFICATION OF INFORMATION NEEDS	TO USE SYSTEMS APPROACH TO ANALYSE INFORMATION NEEDS		TO ASSESS INFORMATION AVAILABILITY					
MIS 4 IMPROVING THE EXISTING MIS: LOOKING AT INFORMATION USE	TO UNDERSTAND AND DESCRIBE THE ISSUES INVOLVED IN THE DISTRIBUTION OF INFORMATION		TO DESCRIBE THE VARIOUS WAYS IN WHICH INFORMATION CAN BE PRESENTED					
MIS 5 IMPROVING THE EXISTING MIS: LOOKING AT THE DATA PROCESSING SYSTEM	TO DESCRIBE DATA PROCESSING METHODOLOGY		TO IDENTIFY THE VARIOUS COMPONENTS OF DATA PROCESSING TECHNOLOGY: HARDWARE, SOFTWARE OR NO-WARE	TO IDENTIFY STAFFING ISSUES IN DATA PROCESSING				
MIS 6 IMPROVING THE EXISTING MIS: LOOKING AT THE DATA COLLECTION SYSTEM	TO IDENTIFY AND ASSESS STAFF EFFORTS FOR DATA COLLECTION		TO CRITICALLY REVIEW DATA COLLECTION FORMS	TO DESCRIBE DATA COLLECTION METHODOLOGY				
MIS 7 IMPLEMENTING CHANGES - PUTTING IT ALL TOGETHER	TO MAKE AN IMPLEMENTATION PLAN		TO MANAGE THE CHANGE PROCESS	TO ANTICIPATE AND SOLVE IMPLEMENTING PROBLEMS				
MIS 8 CRITICAL DECISIONS IN POLICY FORMULATION AND STRATEGIC PLANNING	TO ANALYZE IMPORTANT MANAGEMENT DECISIONS FOR POLICY FORMULATION AND STRATEGIC PLANNING		TO IDENTIFY DECISIONS THAT WOULD BE MOST IMPROVED BY HAVING INFORMATION SYSTEM SUPPORT					

SKILL MOD MODULE  
# TITLE

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

OBJECTIVE 4

OBJECTIVE 5

OBJECTIVE 6

OBJECTIVE 7

OBJECTIVE 8

\*\* SKILL AREA PLN

PLN 1 INTRODUCTION TO  
STRATEGIC PLANNING

TO UNDERSTAND THE  
NEED FOR STRATEGIC  
PLANNING IN AN  
ORGANIZATION, AND  
DESCRIBE ITS  
BENEFITS AND  
LIMITATIONS

TO IDENTIFY THE  
MAJOR ELEMENTS OF A  
SOUND STRATEGIC PLAN  
AND TO DISTINGUISH  
IT FROM AN  
OPERATIONAL PLAN

TO IDENTIFY FACTORS  
FUNDAMENTAL TO AN  
ORGANIZATION'S  
SUCCESS

TO LIST THE MAJOR  
PLANNING TOOLS AND  
DEFINE THEIR ROLE IN  
THE DEVELOPMENT OF A  
STRATEGIC PLAN

TO UNDERSTAND THE  
COMMON KINDS OF  
RESISTANCE TO  
PLANNING

PLN 2 DEVELOPING THE  
STRATEGIC PLAN

TO DEVELOP A MISSION  
STATEMENT AND  
OBJECTIVES

TO PERFORM A  
SITUATION ANALYSIS  
IN ORDER TO  
DETERMINE THE  
CONSTRAINTS AND  
OPPORTUNITIES FACING  
THE ORGANIZATION

TO PERFORM AN  
ANALYSIS OF THE  
INTERNAL  
ORGANIZATIONAL  
SYSTEM IN ORDER TO  
DETERMINE THE  
ORGANIZATION'S  
STRENGTHS AND  
WEAKNESSES

TO DEVELOP  
APPROPRIATE  
STRATEGIES IN LIGHT  
OF THE CONSTRAINTS,  
OPPORTUNITIES,  
WEAKNESSES AND  
STRENGTH IDENTIFIED

TO REVIEW  
ADVANTAGES/DISADVANT  
AGES OF  
SPECIALIZATION OR  
DIVERSIFICATION OF  
SERVICES AND  
SELECTION OF  
SERVICES TO BE  
OFFERED BY THE  
ORGANIZATION

PLN 3 GOAL SETTING

TO UNDERSTAND THE  
IMPORTANCE OF  
DEMOGRAPHIC  
INDICATORS FOR  
PLANNING PURPOSES

TO REVIEW TARGET  
SETTING  
METHODOLOGIES

PLN 4 ANALYSIS OF OPTIONS  
AND APPROACHES TO FP  
SERVICE DELIVERY

TO IDENTIFY THE  
VARIOUS WAYS IN  
WHICH FAMILY  
PLANNING SERVICES  
CAN BE DELIVERED

TO DESCRIBE THE THE  
CHARACTERISTICS,  
ADVANTAGES AND  
DISADVANTAGES OF THE  
VARIOUS DELIVERY  
SYSTEMS

TO IDENTIFY AND  
UNDERSTAND THE  
IMPLICATIONS OF THE  
VARIOUS SERVICE  
DELIVERY SYSTEMS FOR  
PROGRAM PLANNING,  
DESIGN AND  
IMPLEMENTATION

TO IDENTIFY THE MOST  
APPROPRIATE SERVICE  
DELIVERY SYSTEM(S)  
IN LIGHT OF  
RESOURCES AND  
POLITICAL AND  
SOCIO-ECONOMIC  
ENVIRONMENTS

PLN 5 DONOR RELATIONS

TO EXPLORE THE  
IMPACT OF CHANGING  
DONOR RELATIONSHIPS  
ON THE VIABILITY OF  
FAMILY PLANNING  
STRATEGIES

FPMT CURRICULUM SUMMARY

SKILL MOD MODULE # TITLE	OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3	OBJECTIVE 4	OBJECTIVE 5	OBJECTIVE 6	OBJECTIVE 7	OBJECTIVE 8
<p>11 SKILL AREA POL</p> <p>POL 1 POPULATION DYNAMICS AND MCH/FP</p>	<p>TO DEVELOP BASIC KNOWLEDGE OF THE TECHNICAL COMPONENTS THAT EXPLAIN POPULATION DYNAMICS</p>	<p>TO DEVELOP A SENSITIVITY TO THE COMPETING POSITIONS TAKEN IN THE "POPULATION-DEVELOPMENT" DEBATE</p>	<p>TO DEVELOP A SENSE OF WHERE FAMILY PLANNING FITS INTO THE SUBJECT OF POPULATION DYNAMICS</p>	<p>TO DEVELOP AN AWARENESS OF THE HEALTH ASPECTS AND BENEFITS OF FAMILY PLANNING</p>				
<p>POL 2 POLICY PROCESS AND OPTIONS</p>	<p>TO DEVELOP AN UNDERSTANDING OF THE PROCESS THROUGH WHICH POPULATION/FAMILY PLANNING POLICIES ARE ESTABLISHED</p>	<p>TO REVIEW THE VARIOUS WAYS IN WHICH POLICIES ARE EXPRESSED AS WELL AS THE ALTERNATIVE POLICY OPTIONS</p>	<p>TO ILLUSTRATE ALTERNATIVE POLICY OPTIONS DEPENDING ON WHERE EMPHASIS IS PLACED - NATIONAL, REGIONAL, LOCAL AND FAMILY CONSIDERATIONS</p>					
<p>POL 3 ASSESSING AND MANAGING THE POLICY ENVIRONMENT</p>	<p>TO DEVELOP AN UNDERSTANDING OF POLICY ANALYSIS AND FORMULATION</p>	<p>TO DEVELOP THE SKILLS REQUIRED TO ASSESS THE POLICY ENVIRONMENT IN WHICH FAMILY PLANNING PROGRAMS OPERATE</p>	<p>TO DEVELOP THE SKILLS NECESSARY TO IDENTIFY POLICY-RELATED PROBLEMS, EXPLORE ALTERNATIVE SOLUTIONS AND ESTABLISH A STRATEGY FOR ACTION</p>	<p>TO DEVELOP THE SKILLS NECESSARY TO PARTICIPATE IN THE PUBLIC POLICYMAKING ARENA</p>				
<p>POL 4 COMMUNITY PARTICIPATION</p>	<p>TO IDENTIFY FACTORS WHICH CAUSE RESISTANCE TO FAMILY PLANNING AT THE COMMUNITY LEVEL AND DEVELOP STRATEGIES FOR OVERCOMING THIS RESISTANCE</p>	<p>TO DESCRIBE THE TARGET COMMUNITY AND IDENTIFY WAYS TO INVOLVE COMMUNITY LEADERS AND WORK WITH COMMUNITY COMMITTEES</p>	<p>TO DESIGN AND IMPLEMENT A COMMUNITY SURVEY TO USE FOR PROGRAM PLANNING PURPOSES</p>	<p>TO REVIEW MECHANISMS TO OBTAIN FEEDBACK FROM THE COMMUNITY</p>				

FPPT CURRICULUM SUMMARY

SKILL MOD MODULE  
B TITLE

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

OBJECTIVE 4

OBJECTIVE 5

OBJECTIVE 6

OBJECTIVE 7

OBJECTIVE 8

\*\* SKILL AREA PPI

PPI 1 NEEDS ASSESSMENT

TO UNDERSTAND THE IMPORTANCE OF NEEDS ASSESSMENT IN THE PROGRAM PLANNING PROCESS

TO APPLY A FULL RANGE OF QUANTITATIVE AND QUALITATIVE APPROACHES TO NEEDS AND RESOURCE ASSESSMENT

TO UNDERSTAND THE BASIC STEPS IN IDENTIFYING NEEDS, AVAILABLE RESOURCES AND EXISTING CONSTRAINTS

TO IDENTIFY AND ACCESS THE VARIOUS SOURCES OF DATA NEEDED FOR PROGRAM DESIGN

PPI 2 PROGRAM PLANNING

TO DESCRIBE THE PROBLEMS AND ALTERNATIVE SOLUTIONS FOR PROGRAM IMPLEMENTATION

TO UNDERSTAND THE BASIC STEPS IN DESIGNING PROGRAMS TO MEET IDENTIFIED NEEDS

TO UTILIZE SPECIFIC TOOLS, METHODS AND TECHNIQUES SUCH AS MBOR FOR DESIGN AND IMPLEMENTATION OF MONITORING AND EVALUATION ACTIVITIES

PPI 3 USER PERSPECTIVE

TO UNDERSTAND THE CONCEPT OF USER-SENSITIVE FAMILY PLANNING

TO DEVELOP STRATEGIES FOR IMPLEMENTATION OF THE USER PERSPECTIVE IN THE FAMILY PLANNING PROGRAM

FPMT CURRICULUM SUMMARY

SKILL MOD MODULE  
# TITLE

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

OBJECTIVE 4

OBJECTIVE 5

OBJECTIVE 6

OBJECTIVE 7

OBJECTIVE 8

\*\* SKILL AREA TOT

TOT 1 TEACHING  
METHODOLOGIES: THE  
CASE METHOD

TO UNDERSTAND AND  
INTERNALIZE THE  
LEARNING PHILOSOPHY  
WHICH UNDERLIES THE  
CASE METHOD

TO UNDERSTAND THE  
CONCEPT OF A  
TEACHING PLAN, ITS  
REQUIREMENTS AND ITS  
IMPORTANCE IN CASE  
DEVELOPMENT

TO DEVELOP AND  
STRENGTHEN CASE  
RESEARCH AND CASE  
WRITING SKILLS

3