

Essentials of Planning, Monitoring, Accountability & Learning



Susanne von Jan



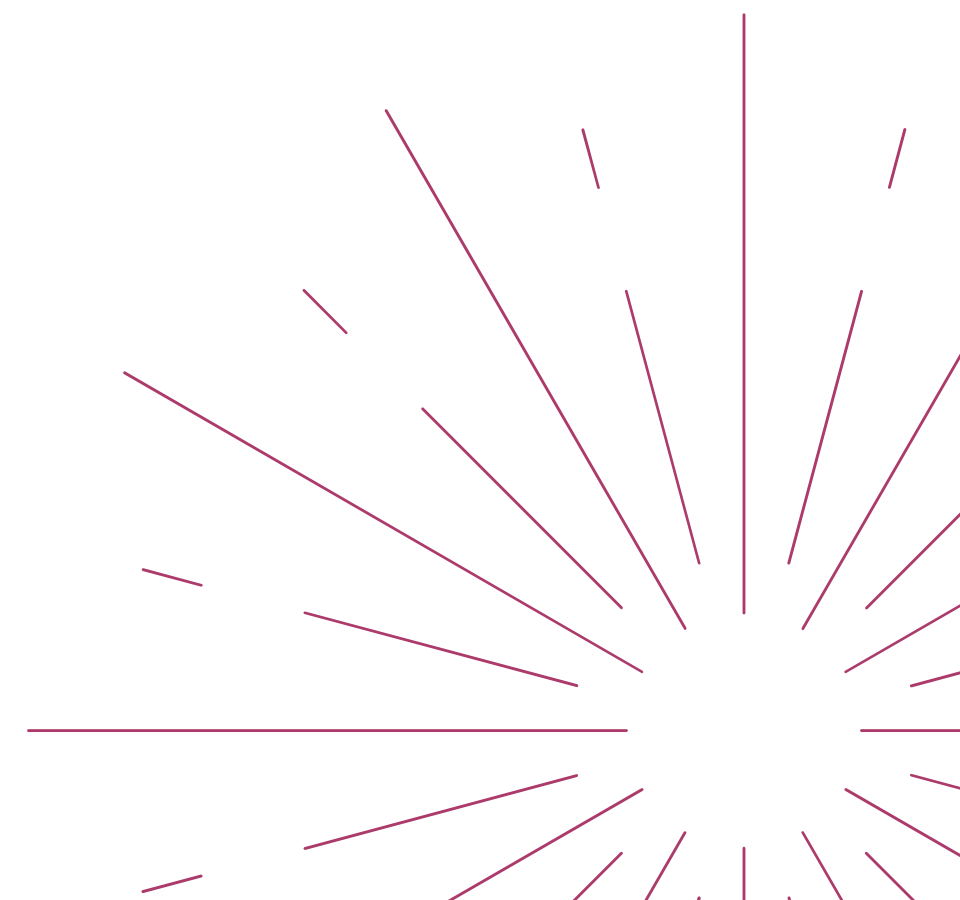
Online

11.02.2026



First Day

09.30 CET	Welcome, Introduction, Expectations
10.00 CET	Basics: MEAL in Humanitarian Action
10.45 CET	Planning: The Basis of All Monitoring (Input & Discussion)
11.30 CET	Break 
11.45 CET	Indicators and LogFrame (Input & Discussion)
12.30 CET	Revision of Indicators (Group Session)
13.00 CET	Revision of Indicators (Group-Presentations)
13.30 CET	Farewell and Summary of Day 1 



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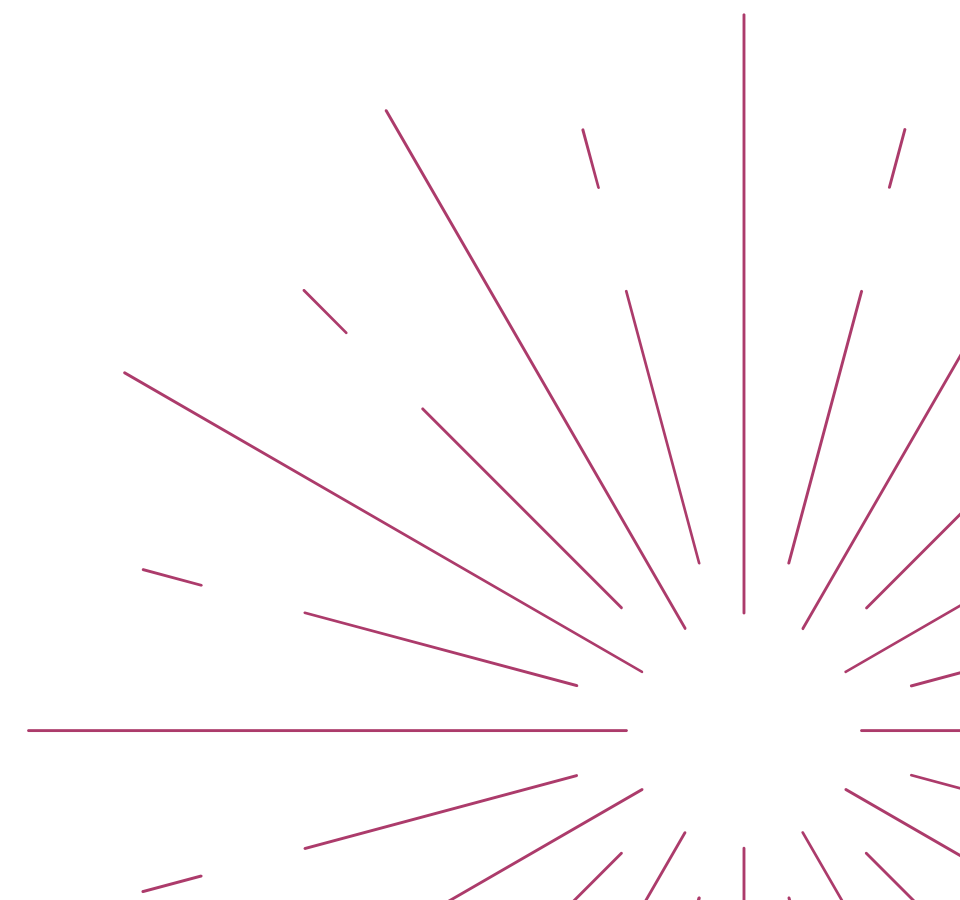
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25.02.2026



Second Day

- | | |
|-----------|---|
| 09.30 CET | Welcome & Wrap-Up Day 1 |
| 09.45 CET | Monitoring Plan Including Overview of Data Collection Tools |
| 10.30 CET | Introduction to “Most Significant Change” as a Qualitative Method |
| 11.15 CET | Break  |
| 11.30 CET | Developing Questionnaires as a Quantitative Method (Input & Discussion) |
| 12.15 CET | Developing Questionnaires (Group Session) |
| 13.30 CET | Farewell and Summary of Day 2  |



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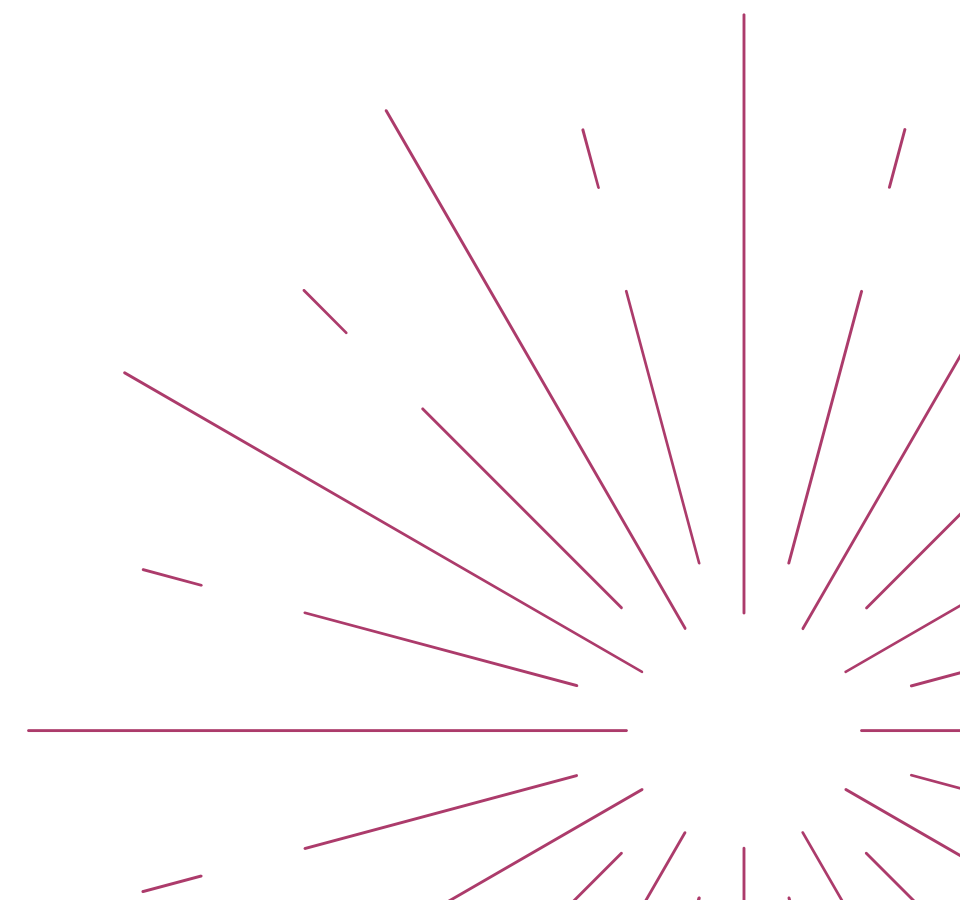
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11.03.2026



Third Day

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|-----------|---|
| 09.30 CET | Welcome & Wrap-Up Day 2 |
| 09.45 CET | Developing Questionnaires (Group Presentations) |
| 10.15 CET | Presentation and Demo of "Kobo-Toolbox" |
| 11.00 CET | Break  |
| 11.15 CET | Transferring Questionnaires to Kobo Toolbox (Group Session) |
| 12.15 CET | Transferring Questionnaires to Kobo Toolbox (Presentations) |
| 12.45 CET | Demo: Data Export from Kobo and Data Import into PSPP |
| 13.30 CET | Farewell and Summary of Day 3  |



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Online

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Fourth Day

09.30 CET	Welcome & Wrap-Up Day 3
09.45 CET	Data Analysis: Theory and Practice with PSPP (Input & Discussion)
10.30 CET	Data Analysis with PSPP (Group Session)
11.30 CET	Break 
11.45 CET	Data Analysis with PSPP (Group Presentations)
12.15 CET	Using Data for Reporting (Input & Discussion)
12.45 CET	Using Data for Project Management (Input & Discussion)
13.30 CET	Farewell and Summary of Training 

