

Essentials of Planning, Monitoring, Accountability & Learning



Susanne von Jan



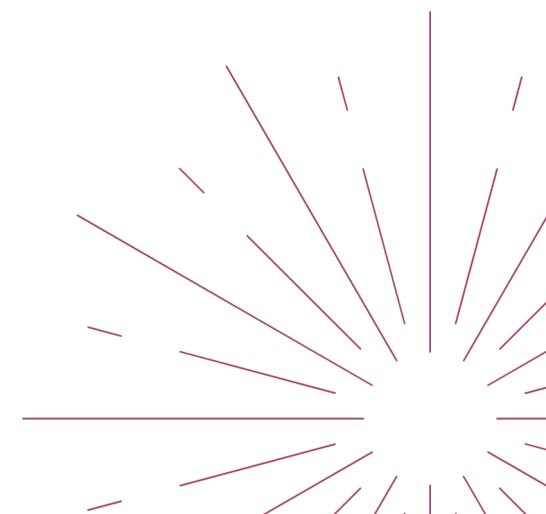
Online

01.10.2026



First Day

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|-----------|---|
| 09.30 CET | Welcome, Introduction & Expectations |
| 10:00 CET | Basics – MEAL in Humanitarian Action |
| 10:45 CET | Planning – The Basis of All Monitoring |
| 11:30 CET | Break  |
| 11:45 CET | Group Work I: Result Models |
| 12:45 CET | Presentation of Group Work and Discussion |
| 13:30 CET | Farewell and Summary of Day 1  |



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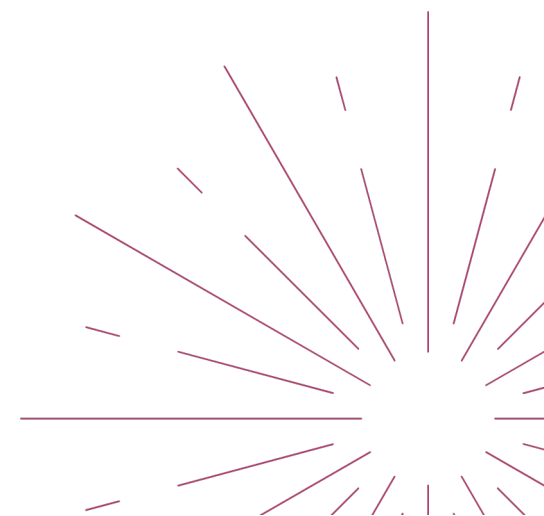
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Second Day

- 09.30 CET Welcome & Recap Day 1
- 10:00 CET Indicators and LogFrame – Making Objectives Measurable
- 10:45 CET Break 
- 11:00 CET Group Work II : Revising Indicators
- 12:00 CET Presentation of Group Work and Discussion
- 12:45 CET The Monitoring Plan: Preparing for Monitoring Activities
- 13:30 CET Farewell and Summary of Day 2 



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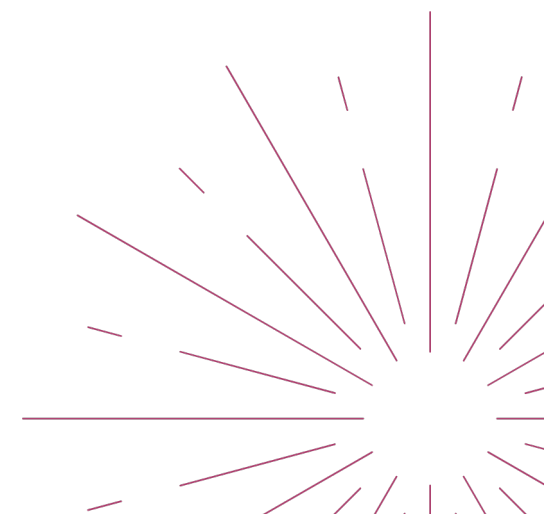
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Third Day

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|-----------|---|
| 09.30 CET | Welcome & Recap Day 2 |
| 10:00 CET | Data Collection Methods: An Overview of Content Analysis, Interviews and Observations |
| 10:30 CET | Break  |
| 10:45 CET | Questionnaires: A Quantitative Data Collection Tool |
| 11:30 CET | Group Work III : Developing Questionnaires |
| 12:30 CET | Presentation of Group Work and Discussion |
| 13:15 CET | Feedback on the First Half of the Training |
| 13:30 CET | Farewell and Summary of Day 3  |



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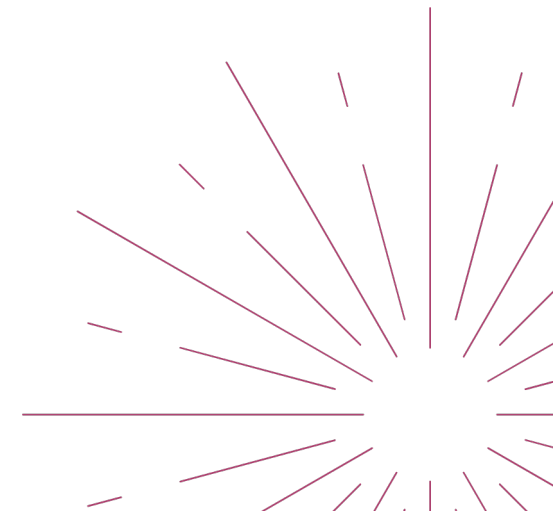
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Fourth Day

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|-----------|---|
| 09.30 CET | Welcome & Recap Day 3 |
| 10:00 CET | Introduction to and Demonstration of KoboToolbox: A Tool for Creating Digital Questionnaires |
| 10:45 CET | Break  |
| 11:00 CET | Group Work IV : Transferring the Questionnaire to KoboToolbox |
| 12:00 CET | Presentation of Group Work and Discussion |
| 13:00 CET | How to Collect Sample Data |
| 13:30 CET | Farewell and Summary of Day 4  |



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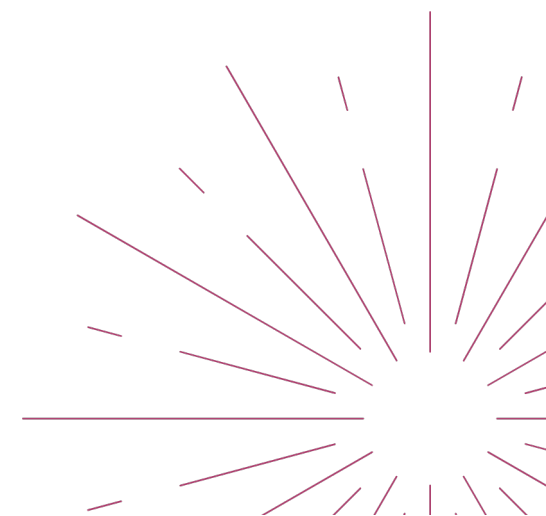
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Fifth Day

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| 09.30 CET | Welcome & Recap Day 4 |
| 10:00 CET | Introduction to PSPP: A Software for Statistical Data Analysis |
| 10:30 CET | Demonstration: Exporting Data from KoboToolbox and Importing it into PSPP |
| 11:15 CET | Break  |
| 11:30 CET | Group Work V : Exporting Data from Kobo and Importing It into PSPP |
| 12:00 CET | Presentation of Group Work and Discussion |
| 13:30 CET | Farewell and Summary of Day 4  |



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Sixth Day

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|-----------|---|
| 09.30 CET | Welcome & Recap Day 5 |
| 09.45 CET | Data Analysis: Theory and Practice Using PSPP |
| 10:30 CET | Group Work VI: Data Analysis with PSPP |
| 11:30 CET | Break  |
| 11:45 CET | Presentation of Group Work and Discussion |
| 12:30 CET | Using Data for Project Management and Accountability |
| 13:15 CET | Feedback |
| 13:30 CET | Closing and End of Training  |

