MANAGEMENT AND ADMINISTRATION COURSE FOR HIV/AIDS PROGRAM AND PROJECT LEADERS/MANAGERS IN AFRICA
(June/July 2003)

Background
The Regional AIDS Training Network, (RATN) with its headquarters in Nairobi Kenya, has as its purpose the development, adaptation and presentation of short-term skills-upgrading courses, targeted at mid-level HIV/STD workers, trainers, program managers and senior policy makers. Since late 1997, more than ninety five training courses have been delivered to over 1400 students from twenty-three African countries in a variety of topics related to the AIDS pandemic (counseling, care and support, advocacy and policy, communications skills, etc). Through previous RATN meetings and consultations in the region and internationally, the area of **Management and Administration for HIV/AIDS Program Managers** was identified as one in which there were training gaps, and in which it would be worthwhile to develop a regional-level skills-building course for mid-level managers of HIV/AIDS interventions programs.

Following consultations with regional experts, RATN has, in collaboration with the University of Washington, Seattle, USA, Eastern and Southern Management Institute (ESAMI) Tanzania, Malawi Institute of Management (MIM) and Mananga Management Centre, Swaziland, developed the above course, which will be held simultaneously in Arusha, Tanzania; Lilongwe, Malawi and Ezulwini Valley, Swaziland in June/July 2003.

Target Group
The target candidates for the course include
- HIV/AIDS program leaders/managers in government, private sector, parastatals and civil society at local, national and regional level
- Politicians, policy makers and middle to senior level decision makers in government and civil society to create an enabling environment for program and PLWHA
- Trainers in HIV/AIDS and management programs
- Program Officers of Donor funded HIV/AIDS programs

Course Objectives
HIV/AIDS program/project managers face a number of constraints in their day-to-day duties including limited financial resources, lack of political will to support programs at national and decentralized levels, stigma and denial, corruption, misuse of resources among others in addition to general inadequate technical and managerial skills. The overall objectives of the course are to enable HIV/AIDS program managers to perform effectively in their jobs.

Participants will be able to:
- Explain the general management and technical issues in HIV/AIDS programs and equip participants with such skills
- Develop programs and projects to combat HIV/AIDS

- Describe the role of Information Management in HIV/AIDS programs
- Provide an overview of change management
- Appraise HIV/AIDS programs and projects
- Plan and implement HIV/AIDS programs and projects
- Share national and participants' experience in the management of HIV/AIDS programs and activities and
- Prepare action plans to resolve programs/project management problems and for integration of learned principles back to work
- Monitor and evaluate HIV/AIDS programs and projects

Course Outline

The course outline will cover the following modules:

Module1: Foundation Module
- Introduction to Project/Program Management
- Introduction to HIV/AIDS
- Socio-cultural aspects of HIV/AIDS
- HIV/AIDS Project/Program Management

Module 2 – Program/Project Formulation and Planning
- Program/Project Planning
- Data collection analysis
- Project design
- HIV/AIDS Prevention, Mitigation Care and Support

Module 3 – Program/Project Appraisal
- Introduction to appraisals
- Assessment of financial feasibility
- Assessment of Socio-economic Impact
- Assessment of Institutional and Organizational Impact
- HIV/AIDS and Financing

Module 4 – Program/Project Implementation and Management
- Introduction to implementation
- Project planning and implementation techniques
- Recruitment and selection of staff
- Leadership and team building
- Financial resources management
- Procurement and supplies management
- Change management

Module 5 – Program/Project Evaluation
- Introduction to monitoring and evaluation
- Monitoring and Evaluation Planning

- Implementing Evaluation Plan

Module 6 – Integration and Transfer of Learning
- Country profile and personal experience with HIV/AIDS programs
- Action Plans
- Transfer of learning

In addition, field visits will be arranged for participants to have hands-on experience in applying the knowledge and skills gained during the course. Participants are expected to make a presentation on current status on HIV/AIDS in their countries as well as discuss current programs and projects they are involved in.

Duration: The course will take 4 weeks

Course Dates:

MIM **-**	**June 9 - July 4, 2003**
Mananga -	**June 9 - July 4, 2003**
ESAMI -	**June 16 - July 11, 2003**

Venues: The course will be held; Malawi Institute of Management (MIM), Lilongwe, Malawi, Mananga Management Centre, Ezulwini, Swaziland and at the headquarters of the Eastern and Southern African Management Institute (ESAMI) in Arusha, Tanzania.

Fees: Tuition plus full board (This does not include Travel/Airfares or personal allowances)

MIM -	US$ 2700.
Mananga -	US$ 2700
ESAMI -	US$ 2700

Limited partial tuition support is available to deserving applicants.

Contacts
For more information and application forms contact:

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