

## WORK COMPLETED

### 2005

#### **Training methodology**

- 7 public and customized training courses
- 5 consultancies on Training needs assessment, design and delivery Capacity building programme, training materials development

#### **Project management**

- 10 public training courses
- 20 customized training courses
- 9 consultancies on Assessing Community development needs and planning, Facilitating project design and planning workshops, Developing monitoring and evaluation system, Developing Funding project proposal, Conducting end of project evaluation

#### **Management and managers development**

- 8 public and customized training courses
- 3 consultancies on establishing Management Information System, Organisational analysis, Designing an organisation
- Managing 2 long term projects on Organisation development and Capacity Building

#### **Small and medium Enterprises**

- 1 training course on 'Starting your business'
- 1 consultancy on Business Development Plan – Association of medical plants of Sa Pa

### 2006

#### **Training methodology**

##### **Public training courses:**

- Competency based training need assessment
- Designing and facilitating workshop and meetings effectively
- Training for trainers – Part 1 (3 courses)
- Training for trainers – Part 2

##### **Customized training courses**

- Training for trainers – part 1 (NMA)
- Training for trainers – part 1 (SCUK)
- Training for trainers – part 1 (NRC)
- 3 training courses on 'Working effectively with children' (Cao Bang, Lang Son, Quang Ninh, contracted by CIAI)
- Training course on 'Child right and Child to Child' (CIAI)
- Training for trainers on gender in development (Oxfam Hong Kong)
- Understanding and addressing social issues in community (CIAI)
- Communication and facilitation skills for interactive theatre troupes (WPF) (4 courses)
- Advanced training for trainers (CEP)
- Facilitation and training skills for Chia Se project (ORGUT) – 2 courses
- Communication skills training (MCNV)
- Training for trainers on comprehensive community development (SNV)
- Training for trainers – part 1 (UNDP Project VIE/02/001)
- Competency-based training for trainers for MSI (2 courses)

### **Consultancies:**

- Assessing capacity building needs for in position and potential women leadership in Kỳ Anh and Vũ Quang, Hà Tĩnh (Oxfam Hong Kong)
- Building capacity in communication for the Farmer Union at central and provincial levels (DANIDA)
- Training needs assessment for senior forestry policy makers (GTZ-REFAS)

### **Project management**

#### **Public training courses:**

- Project cycle management
- Community analysis and planning for development
- Project design and proposal writing
- Project financial management
- Project monitoring and evaluation
- Project report writing
- Project impact assessment

#### **Customized training courses:**

- 2 courses on project monitoring and evaluation (UNICEF)
- 3 courses on community development (Child Fund)
- Project cycle management (Hanoi University of Technology)
- Project cycle management (Maryknoll)
- Project analysis and reporting (CSEED)
- 2 courses on 'Project design and monitoring' (UNICEF)
- Project design and proposal writing (InWent)
- A series of 6 training workshops on 'Decentralized Project Management' (NUFFIC)
- 2 courses on project design and planning (DED)
- Training course on 'Facilitating the process for Community Development' for Chia Se project (ORGUT) – 2 courses
- Project design and proposal writing (GTZ)
- Project cycle Management (EED)
- Project cycle Management (World Vision)
- Project cycle Management (Ninh Binh PAR project)

#### **Consultancies:**

- Conducting termination evaluation for project 'Behavioral Change Communication on Key Family Practices' (UNICEF)
- Conducting mid-term review for project 'Child injury prevention' (UNICEF)
- Conducting termination evaluation project 'Transition House' (Maryknoll)
- Training and coaching Farmer Union of Hoa Binh to conduct and report on Project monitoring and evaluation (Oxfam Belgium)
- Facilitating project planning workshop (OHK)
- Conducting VDP exercise in Bao Lac and Bao Lam – Cao Bang (EU)

### **Management and managers development**

#### **Public training courses**

- Effective leadership skills
- Foundation to organisational change and development

- Human resource management and development
- Developing a management information system
- State of the art supervisory management skills

#### **Customized training courses:**

- Training on organisational development for VN Farmer Union (DANIDA)
- Training on supervisory management skills for Ha Tinh women leaders (OHK)
- Training on ‘Facilitative management’ for Chia Se project (ORGUT) – 2 courses

#### **Consultancies:**

- Conducting organisational analysis for Vietnam Red Cross (IFRC)
- Training, coaching a research on ‘Two ways communication in the farmers union of Ha Tinh’ (OSB)
- Facilitating workshop on ‘Communication and fund raising’ (NRC)

#### **Small and medium enterprise**

- Training course on Start Your Business (IOM)
- Leading the market research for oil products of Ha Tinh Women Union (OSB).
- Adapting training materials on ‘Business Startup’ (ILO)
- Training on business management (SEPT)

#### **Long term projects**

- Managing and providing technical advisory service to project ‘Capacity building in organisational management’ for the vocational school for agricultural and rural development, a project funded by NZAID for three years 2005 – 2007.

#### **Regional outreach**

- Conducting research on civil society of Laos, PDR (Concern World Wide)
- Training on organisational analysis for staff members of SNV – Laos PDR
- Advanced TOT training for project partners of ILO in Cambodia
- Training on ‘Organisational Change and Development’ for participants in Laos PDR
- Training on ‘Project design and proposal writing’ for participants in Laos PDR
- Training on ‘Human Resources Management and Development’ for participants in Laos PDR

### **2007**

#### **Training methodology**

##### **Public training courses:**

- Facilitation Skills
- Training for trainers-part I (2 courses)
- Training for trainers-part II
- Competency-based training need assessment
- Promoting children’s meaningful participation
- Art-based behavior change communication

##### **Customized training courses**

- Development of training package for skills on Workshop Organization and Moderation for Vocational Training Centers and Working Group members of DOLISA, a project funded by Swiss Contact;
- 02 training courses on Behavioral Change Communication for interactive theatre groups (WPF);

- Training for trainers course for partners of MCNV in the program “Establish of adequate technical and managerial capacity aiming at high quality support for Children with Disabilities”
- Learned-centered training for master trainer of rehabilitation community based rehabilitation, funded MCNV
- 02 training for trainers courses for Core teachers under the “Improving basic education projects” (ChildFund Vietnam) in Hoa Binh and Bac Kan Provinces
- Facilitation skills training for Vocational training school leaders, funded by Swiss Contact
- Facilitation skills training, funded by Plan International
- Facilitation skills training, funded by JICA

#### **Consultancies:**

- Coaching core teachers under the “Improving basic education projects” (Child Fund Vietnam) in Bac Kan to design and conduct training sessions.
- Training need assessment for Project Management Development program for Effective Energy Use project – Ha Noi University of Technology

### **Project management**

#### **Public training courses:**

- Project cycle management
- Appreciative village development planning
- Vision-based project design and proposal writing – 2 courses
- Project monitoring and evaluation
- Project impact assessment
- Result-based project report writing
- Project financial management
- Partnership development
- Management of consultants

#### **Customized training courses:**

- Project Monitoring and Evaluation for Water Supply and Environmental Sanitation project – UNICEF
- Project Design and Planning for key stakeholders of Ninh Binh Administrative Reform Program
- Program design and planning training for leaders in Ky Anh and Vu Quang districts (OHK) – 3 courses
- Project design and proposal writing training for Ha Noi University of Technology
- Child right based project design and proposal writing training (SCS)
- Project Monitoring and Evaluation for Ha Tinh WU (OHK)
- Project cycle management (Caritas)
- Program monitoring and evaluation training for leaders in Ky Anh and Vu Quang districts (OHK) – 2 courses
- Comprehensive approach in community-based programs for hunger alleviation and poverty reduction (CIAI)
- Result-based report writing training (UNICEF) – 4 courses

#### **Consultancies:**

- Final Evaluation of Health Service Initiative for Adolescent in Conflict with the Law in 4 Re-education Schools project (WPF)
- Assessment of Project “Free Treatment for Children with Disabilities” (Maryknoll)
- Coaching leaders in Ky Anh and Vu Quang districts in planning (OHK)

- Coaching leaders in Ky Anh and Vu Quang districts in work monitoring (OHK)
- Evaluation of HaTinh WU program for organisational development (OHK)
- Mid-term review for NRC project “Organisational development and Capacity building for Red Cross in Vinh Phuc, Yen Bai, Tuyen Quang” (NRC)

## **Management and managers development**

### **Public training courses**

- Organizational development for civil societies
- Capacity building for civil societies
- State-of-art Supervisory management skills
- Effective leadership skills
- Management information system

### **Customized training courses:**

- Supervisory Management Skills for leaders in Ky Anh and Vu Quang districts (OHK) – 2 courses
- Creative problem solving and decision-making training (Counterpart Intl.)
- Effective development and management of a vocational promotion center (CIAI)

### **Consultancies:**

- Management Assessment Workshop – Votech program
- Review and development of Performance Assessment System (MCNV)
- Contest on Supervisory Management for Vu Quang and Ky Anh leaders (OHK)

## **Small and medium enterprise**

- Conduct market research for Sea Food products for Ha Tinh Women’s Union in Ha Tinh province (OxfamB)
- Market Research for HaTinh fishsource product promotion (OGB)
- Market Research for Tea products (SOMO)
- BDS market assessment and stakeholders workshop for tea in Thai Nguyen Province (SNV)

## **Long term projects**

- Managing and providing technical advisory service to project “Capacity building in organizational management’ for the Vocational school for Agricultural and Rural Development, a project funded by NZAID for three years 2005 – 2007.
- Development of project “Community Initiatives for Development through Capacity Advancement” in Bac Ninh, funded by CECM’s Community Development Fund.

## **Regional outreach**

- Human resource management and development training in Laos PDR
- Organisational development training in Laos PDR

## **2008**

### **Training methodology**

#### **Public training courses:**

- Meeting and workshop facilitation Skills
- Training for trainers
- Competency-based training need assessment

- Public presentation skills
- Negotiation skills

#### **Customized training courses**

- Training of trainers course for primary core teachers in Bac Kan (CFV)
- Training course on Advanced course of ToT skills for core teachers and facilitating a learning workshop on best practices in applying CCM in teaching, under the “Improving basic education project” in Bac Kan (CFV)
- Training for trainers course on parenting skills for resource facilitators of Hanoi parenting clubs.
- Training course on Conflict Management for FLO’s staff
- Training on public presentation skills for FHI project staff and partners (4 courses)
- Training on facilitation skills for members of Cao Bang Women Union (AAV)
- Training on facilitating open-talks between communities and leaders (GTZ)

#### **Consultancies:**

- Conduct training needs assessment for stakeholders in ADP project in Yen Bai province, project is funded by World Vision
- Train and coach Hai Phong Labour Union to conduct a research on capacity of worker and grassroots Labour Unions in Monitoring and Improving occupational health and safety conditions in three sectors of foot-wears, garments and ship-making in the province (OXB)