“adapted, well-designed, clear”
Participant, Kinshasa FM1 2015

“You have given me a new perspective”
Participant, 2014

“Well arranged for adult learning”
Participant, 2016
Do good. Better.

MzN International is a social enterprise with a business head and a social heart.

We provide training, advice and sustainable business solutions to the development and aid sector.

Our comprehensive training programmes help development and aid professionals around the world build their skills, network and technical know-how, so that they can do good, better.
Our training programme

We offer a range of practical and innovative training courses tailored specifically to organisations in the development sector. Our core areas of expertise are:

- **Non-Profit Financial Management**
- **Project Management**
- **Business Development and Proposal Writing**
- **Management and Leadership**
- **Impact Evaluation**
- **Humanitarian Skills**

**Open and tailored options**

To suit individual needs, we offer both open and tailored courses.

**Our open courses** help professionals build their skills, network and technical know-how.

**Our tailored courses** build individual capacity and are customised to meet specific organisational needs.
Global impact

We deliver practical training courses for the development sector in over 22 countries around the world.

Oxfam East Africa
We delivered a customised proposal writing and financial management course in Nairobi to a group of 45 staff, with follow up learning through our e-learning portal and coaching services.

Cordaid Worldwide
We designed a customised Financial Literacy course for Cordaid in 7 countries. The course brought together finance and programme staff to build capacity to manage resources and develop programmes in a cost-effective way.

CONTEXT Bangladesh
With our partners, we provide training and coaching to disaster response personnel based in Bangladesh. The programme aims to improve the quality of humanitarian response in the country.

This is only a small sample of our work. To learn more about our previous and ongoing projects, please get in touch with us.
What makes us different?

1. A unique, participatory approach that works
   Our experience tells us that the best capacity building initiatives are participatory and interactive. We treat our participants as active participants in the learning process.

2. Tailored to the development sector
   Our training programmes are geared specifically towards non-profit organisations working in the international development field.

3. Innovative approach to adult learning
   We use visual, easy-to-use learning tools like colour accounting to help participants understand and apply difficult concepts.

4. Expert trainers – not just subject experts
   All MzN International trainers are experts in their field, with decades of experience. What sets them apart though is their ability to communicate, engage, empathise and share a laugh.

5. It’s all about the feedback
   Our training courses are often described as engaging, stimulating and even fun. This is based on a simple recipe: We collect extensive feedback during our courses, and refine our approach immediately to give the best experience to participants.

6. Continued online learning
   All MzN International training programmes are accompanied by comprehensive and continuous online learning and support.

“Informative, interactive, interesting!”
Non-Profit Financial Management

Foundation Course (FM1)

Our Non-Profit Financial Management (FM1) course is a practical 4-day course that delivers a simple step-by-step approach to improving NGO financial management. The course builds your organisation’s capacity to manage resources from international aid and development programmes in a cost-effective and transparent way. Using our visual, easy-to-understand Colour Accounting methodology, our participants leave the course fully financially literate and more confident in managing programme resources.

<table>
<thead>
<tr>
<th>Course Timeline</th>
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<tbody>
<tr>
<td><strong>Day 1</strong></td>
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<tr>
<td>✔ Introduction: what finance is really all about</td>
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<tr>
<td>✔ Profit and the non-profit world: a different view</td>
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<tr>
<td>✔ Understand finance graphically: a step-by-step journey from Accounting to Financial Literacy</td>
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<tr>
<td>✔ Understand assets, project expenditure, cash flow and other finance terms intuitively</td>
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<tr>
<td>✔ Understand your organisation’s or department’s finances (results from E-Learning and pre-course work)</td>
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<tr>
<td><strong>Day 2</strong></td>
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<tr>
<td>✔ Planning and understanding expenses, project budgets and commitments</td>
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<td>✔ What the value cycle means for you: towards financial sustainability</td>
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<tr>
<td>✔ Planning income and expenses</td>
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<td>✔ Preparing Income and Expenditure Statements</td>
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<td>✔ Reading your Balance Sheet and Profit and Loss Statements</td>
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<td>✔ The Story behind financial information</td>
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<td><strong>Day 3</strong></td>
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<tr>
<td>✔ Budgeting Best Practice</td>
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<tr>
<td>✔ Creating a Value Budget to manage projects better</td>
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<tr>
<td>✔ Communicating financial information clearly</td>
</tr>
<tr>
<td>✔ Summary and Close</td>
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Pre-Course Survey and Access to Online Knowledge Base

In cooperation with:

COLOUR® ACCOUNTING

Continued Learning on MzN’s E-Learning platform, Teamwork
Advanced Financial Management

Advanced course (FM2)
This fast-paced course combines in-class and online learning to enable project managers to plan and manage their project financials better.

You will learn how to combine your project cycle with the most suitable project management tools, and create and use budgets as effective planning and monitoring tools.

This course fills the skills-gap needed to run better projects more cost-effectively.

Course timeline
Pre-Course Survey and Access to Online Knowledge Base

Day 1
- Introduction and Overview of financial planning tools for the project life cycle
- Best Practice of programme financial management
- Good Budgeting = Good Projects: how to best plan for a donor funded project
- Practice: from proposal to costed project plan (Finalisation of self-study work from pre-course reading)

Day 2
- Project Accounting Policies – Top Tips
- Financial management staffing considerations
- Procurement and contract management best practice
- Audit and Internal Controls
- Financial performance indicators
- Reporting for better decision making – Top Tips

Day 3
- Reporting project financials – clear, relevant, timely reports
- Multi-currency, complex budgets and how best to manage them
- Assessing gaps in your organisation’s financial management system and developing an improvement plan

Continued Learning on MZN’s E-Learning platform, Teamwork
Business Development and Proposal Writing

Our Proposal Writing & Business Development (BD1) course is designed to improve the quality of your proposal writing skills and advance your knowledge of donor mechanisms, networking, budgeting and many other aspects that take you from identifying a funding opportunity to executing a final successful proposal.

This course focuses on developing your practical skills, improving your budgeting and programme development, and enhancing your networking and writing skills. Teaching you the most up to date donor trends and preferences will allow you to produce tangible results for your organisation in terms of increased funding.

Pre-Course Survey and Access to Online Knowledge Base

Day 1
- Donor Trends and Regional Preferences
- Finding and Evaluating Funding Opportunities
- New forms of funding and how to develop them
- Mapping the funding landscape in your country

Day 2
- Stages of Donor Procurement and how to manage each stage
- Writing a convincing concept note
- Logical Frameworks for effective project planning and presentation

Day 3
- Guest Speaker from Donor Agency
- Writing budgets that win

Day 4
- Effective Writing Techniques
- Developing Consortia
- Engaging and Networking with New and Traditional Donors
- Proposal Writing Dos and Don’ts

Continued Learning on MzN’s E-Learning platform, Teamwork
Impact Evaluation

As development practitioners we aim to ‘make a difference’ in peoples’ lives, and Impact Evaluation provides us with the evidence for this. Showing our contribution to development can strengthen our relationship with donors, improve development outcomes and help to influence development policy. This 3-day course provides development practitioners with the necessary methodology and practical knowledge to meet the growing demand for evaluating the impact of development projects and programmes. Developing a Theory of Change and critically reflecting on how social change happens will be central elements throughout the course.

What will you learn?

✓ How to differentiate between impact evaluation and impact assessment, and the principles and practices of each
✓ You critically reflect on the latest thinking around Theory of Change
✓ You will design an impact evaluation of a development project
✓ You will learn cutting-edge qualitative methods and tools for impact evaluation

This course is offered in cooperation with TripleMinds

Course timeline

Pre-Course Survey and Access to Online Knowledge Base

Day 1
✓ Introducing impact orientation (background, terminology, standards & principles)
✓ Developing a Theory of Change: understanding how change happens

Day 2
✓ The evaluation framework: the process and methodological design
✓ The TripleToolbox: 33+ Participatory methods and tools (data collection and analysis)

Day 3
✓ Reporting and quality check
✓ The way forward: integrating evaluation results into practice

Continued Learning on MzN’s E-Learning platform, Teamwork
Humanitarian Skills

Core skills course

This is a six-month, inter-agency programme providing a stream of professional development to national agency staff in their current roles, focusing on an introduction to the key concepts and skills of humanitarian programming.

Leadership and management course

This is a nine-month, inter-agency programme providing continuous professional development training for national agency middle/senior management staff, in their current roles, focusing on key aspects of management and leadership in emergency situations.

What you will learn

- Knowledge and understanding of the humanitarian system and standards
- Confidence and ability to apply humanitarian principles and standards in the country context
- Ability to manage yourself in a high-pressure, changing environment

Course timelines

Core Skills Development Programme

- Participants are selected
- Month 0: Self assessment against framework
- Month 1: Workshop 1
- Month 2
- Month 3
- Month 4: Workshop 2
- Month 6: Core Skills Development closes

Management & Leadership Skills Development Programme

- Participants are selected
- Month 0: Self assessment against framework
- Month 1: Workshop 1
- Month 2
- Month 3
- Month 4: Workshop 2
- Month 9: M&L Skills Development closes
Coaching

Apart from training programmes, we also offer coaching services. Our coaching services are designed to improve existing skills, competence and performance, and to enhance personal development, enabling both individuals and organisations to realise their full potential.

We offer individual coaching sessions, providing one-on-one customised solutions to professional development. Our coaching approach is solution-oriented and relies on commitment, focus, support and challenge, within an open and trusting relationship between the participant and the coach. Our approach to coaching incorporates the use of a range of theories, concepts and tool which enable an individual to gain more clarity and understanding on how they are operating and the challenges they face, to uncover possible solutions to presenting problems, and to clarify how this increased self-awareness can be applied to achieve desired outcomes.

Our coaching expertise covers various topics, both related to performance management, as well as directed at enhancing particular skills, such as business development and financial management.

Coaching can be incorporated in a broader skills development programme, complementing participation in a training event, for example, but it can also be implemented as a stand-alone process.
What our participants say

Our philosophy is to listen and learn from all participant feedback. That’s why we’re not afraid to be totally transparent about the feedback we receive.

“You have given me a new perspective, a pair of goggles to see the world in a different light.”
Participant, 2014.

“Finance is not a nightmare anymore but a useful tool.”
Participant, April 2013.

“Simple – making a technical subject easy to follow and be fun!”
Participant, FM1 2015.

86% said participation and interaction was encouraged.

“You have given me a new perspective, a pair of goggles to see the world in a different light.”
Participant, 2014.

“The whole session was interesting and refreshing.”
Participant, Nairobi 2015.

To view transparent, honest feedback about all our training, visit our website.

92% would recommend MzN training courses to others.
Learn more

Visit our website
Check out our 2017 Course Timetable online at www.mzninternational.com

Customised courses
For more information about our customised courses, contact us via email at training@mzninternational.com

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