



Short Courses Training Programme



African Medical and Research Foundation in Tanzania
July 2011 - June 2012

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AMREF vision

Better Health for Africa

AMREF mission

To ensure that every African can enjoy the right to good health by helping to create vibrant networks of informed communities that work with empowered health care providers in strong health systems.

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About the Programme

Under the slopes of Mount Kilimanjaro, Tanzania; three surgeons founded the Flying Doctors Service of East Africa in 1957, laying the foundation for what is now one of Africa's leading health development and research organizations. Headquartered in Nairobi, Kenya; AMREF implements projects through programmes in Tanzania, Kenya, Uganda, Southern Sudan, and Ethiopia, South Africa, and recently in West Africa. Training and consulting support are provided to an additional 30 African countries. AMREF has more than 50 years of experience in health development and training.



Health being basic human right, AMREF seeks to empower communities to take control of their health and to establish vibrant and participatory health care system made up of communities, health workers and governments. AMREF works closely with the Ministry of Health and Social Welfare and other stakeholders to strengthen health systems capacity, improve the skills and performance of health professionals and community groups and strengthens the organizational capacity of health related organizations.

AMREF in Tanzania, in collaboration with AMREF International Training Centre in Nairobi will conduct short courses in:

- Strategic Management
- Health Service Organizations Management
- Monitoring and Evaluation (M&E)
- HIV and AIDS Counselling and Testing
- Diploma in Community Health
- Project Documentation

All courses require participants with a minimum of Form Four (IV) education level.

Course participants will be required to pay cost recovery fee to cover course tuition and administration. Payment will be made through NBC Ltd as follows:

Account name: AMREF; Account Number in Tsh. 011103000446

Account Number in USD: 012105005128.

Accommodation, meals, medical care, and transport to and from the training venue will be the responsibility of course participants.

For the Diploma in Community Health (DCH) through eLearning course, fee payment will be made through *CITIBANK, A/C No. 0103150108 Citibank House, Upper Hill Rd; P.O. Box 30711,00100 Nairobi.*

AMREF invites interested individuals with prerequisite qualifications to apply for the course.



Dr Festus Ilako
Country Director
AMREF in Tanzania

Strategic Management

Background: It has been observed that experts occupy technical leadership positions in their organizations. However, it is evident that extra skills are needed to lead and manage the human resource working under them. Leadership and management are vital skills that enhance the effectiveness of organizations. Leaders should be able to communicate their mission, vision and get the buy-in of those that they lead. They should plan, organize, deal with staffing issues, and direct their teams. This course is designed to provide knowledge and skills on basic principles that leaders and managers need in order to be effective and efficient within their organizations and programmes. The course will provide important management content that will help the leader and manager when directing his organization. The main thrust of the course is to provide opportunities for the participants to develop analytical, logical and practical approach to leadership.

Target group: The course targets senior and middle level managers in strategic leadership of health and development programmes in government institutions, non-governmental organizations and the private sector.

General objective: The general objective of the course is to enable senior and middle level managers to develop competencies that are relevant and applicable in their work environment as leaders and managers.

Course content and structure: The course is designed around five (5) units whose themes flow logically and sequentially as follows:

Module	Content
One	Leadership concept and personal mastery
	Leadership theories and STAR guide principles
	Introduction to leadership concept
	Personal mastery
Two	Mental Models and Inspiring a share vision
	Importance of mental models
	Inspiring a share vision
	Team presentation on mental models

Module	Content
Three	Systems thinking and the learning organization
	Importance of system thinking
	Constraints and opportunities
Four	Action learning and root cause analysis
	Why is action learning critical
	Team presentation on root cause analysis
Five	Team learning, strategy design and implementation with accountability
	Team learning
	Strategy design
	Team presentation on strategy design

Teaching and learning experiences

Learning experiences applies principles of adult and problem-based learning using participatory teaching and learning approaches that include, modified lectures, small group discussions, case studies, role-plays and seminars. The course applies a variety of teaching and learning resources that include LCDs, newsprints, case studies, computers and printers, and handouts.

Course duration: The course takes five (5) days. Time allocation for theory is balanced with practical aspects for the course.

Assessment and award: Participants undergo continuous assessment through theoretical and practical sessions. Participants who successfully complete the course are awarded an AMREF Certificate of Participation in Strategic Leadership and Management.

Course fee: TZSH. 320,000

Dates	Venue
5th - 9th Sept. 2011 and 26th - 30th March 2012	DSM
13th - 17th Feb.2012 and 7th - 11th May 2012	Mwanza

Health Service Organisations and Management

Background: Poor economic performance and the effects of macro-economic reforms in developing countries have had a significant challenge in the management of social sectors such as education and health in sub-Saharan Africa. In the health sector for example, few of the health workers have undergone management training for their roles. Participants in this course are therefore expected to acquire skills requisite to manage, co-ordinate, monitor and supervise health service delivery at district and national levels.

Target group: The course is designed for health and health-related personnel including nurses, doctors, pharmacists, clinical officers, public health officers, health administrative officers, project managers, project officers or programme co-ordinators. Training institutions involved in developing countries will also find the curriculum useful.

General objective: The general objective of the course is to enable participants acquire competencies that strengthen their managerial functions and processes at all levels of the health care delivery system.

Course content and structure: The course is divided into 10 modules whose themes flow logically and sequentially. The design and content of the course provides opportunities for participants to develop a critical perspective towards organisation and management of health services.

Module	Content
One	Organisational and management challenges in the health sector
Two	Key concepts and principles in health sector management and economics

Three	Health system reforms and organisation of health services
Four	Conditions for effective management
Five	Sustainability of provision of quality service and care
Six	Planning for results and strengthening monitoring and evaluation
Seven	Designing and conducting health systems research
Eight	Planning for results and strengthening monitoring and evaluation
Nine	Designing and conducting health systems research, 14 hrs
Ten	Innovative management solutions, 14 hrs

Teaching and learning experiences: The course uses principles of adult learning and problem-based learning applying participatory teaching and learning approaches. They include improved lectures, small group discussions, case studies and seminars. Resources include LCD and newsprints, case studies, and books, journals, computers, handouts, and learning guides or manuals.

Course duration: The course takes three (3) weeks of five days per week. Time allocation for theory is balanced with practical aspects of the course. Each day consist of seven (7) hours of teaching and learning.

Assessment and award: Continuous assessments are used through monitoring individual participation in classroom activities and individual and group assignments. An AMREF Certificate of Participation is awarded to participant who successfully completes the course.

Course fee: TZSH. 650,000

Dates	Venue
26th Sept. - 14th Oct. 2011 and 9th - 27th April 2012	DSM
12th - 30th March 2012	Mwanza

Monitoring and Evaluation

Background : Over the years, health and development workers have used different tools and methods to measure progress and impact of development programmes/projects assessing programme/projects inputs and implementation processes. Much of the information collected, has remained unanalyzed, and if analyzed, the information has been of poor quality. The M&E course will help participants improve programme/project performance and achieve results. Participants will acquire competencies in measurement and assessment of performance for effective management of programme/project results.

Target group: The course targets middle and senior level health and development workers in government institutions, faith based organisations and non-governmental organizations.

General objective: The general objective of the course in monitoring and evaluation is to equip health and development workers with competencies for effective and improved performance and achievement of results in their programmes/projects. Upon completion of this course, health and development workers should formulate and plan programmes and projects that meet targets analyze and report on M&E results, and suggest action for decision-making.

Course content and structure: The course is divided into five modules. Each module has purpose, learning objectives, content and duration. The modules cover the following:

Module	Content
One	Understanding the Concepts/Principles of Planning, Monitoring and Evaluation <ul style="list-style-type: none">• Introduction to planning M&E• Linking planning to M&E

Module	Content
Two	Monitoring <ul style="list-style-type: none"> • Measurement of results: Understanding M&E concepts and principles and performance monitoring • Participatory M&E (PME) and planning and implementing M&E
Three	Designing and Conducting Evaluation <ul style="list-style-type: none"> • Designing an evaluation • Conducting an evaluation
Four	Data Analysis and Report Writing <ul style="list-style-type: none"> • Quantitative data analysis • Qualitative data analysis • Report writing and presentation skills
Five	Monitoring and Evaluation System <ul style="list-style-type: none"> • Designing M&E system and change monitoring

Teaching and learning experiences: Various participatory teaching and learning methods are used. These include: improved lecture methods, small group discussions and presentations, role-plays, observations, and field visits, employing resources that include among others, books, journals, computers, laboratories, LCDs, printers, and handouts.

Course duration: The course takes four (4) weeks.

Assessment and award: Participants are assessed on active participation in the various assignments and tasks given during the course. Participants who successfully complete the course are awarded an AMREF Certificate of Participation.

Course fee: TZSH. 720,000

Dates	Venue
7th Nov. - 2nd Dec.2011 and 14th May - 1st June 2012	DSM
4th - 29th June 2012	Mwanza

HIV and AIDS Counselling and Testing

Background: AMREF in Tanzania is a leader in HIV and AIDS Counselling and Testing and has produced more than 40% of trained counsellors practicing in the country. AMREF has also developed quality assurance tools for service provision. Through its extensive experience, AMREF through its ANGAZA ZAIDI Programme, continues to train and sub-grant government health facilities and CSOs in the country.

Target group: This course is designed for health care providers including registered nurses, medical practitioners, laboratory technicians, social workers including teachers, community development persons, and nutritionists.

General objective: The general objective of this course is to contribute to national response to HIV and AIDS in prevention, care and treatment, and support through provision of client centered voluntary counselling and testing services. The main objective of the course is to equip service providers with knowledge, attitudes and skills for providing quality client initiated voluntary counselling and testing services to enable people know their HIV sero-status.

Course content and design: The course provides knowledge and skills necessary in HIV testing using rapid test assays. Trainees are given the opportunity to do practical training in testing centres during the fourth week of their training. AMREF uses National Training Curriculum and Guidelines. The course includes comprehensive information on HIV and AIDS, prevention, care and treatment. Participants are introduced to theories of the practice, and skills on self awareness, counselling and communication.

The training is facilitated by National Trainers approved by the Ministry of Health and Social Welfare. The content of the course is divided into eight modules with various sub sessions in each of the modules. Each sub session is allocated one hour of facilitation. The modules and course content are as follows:

Module	Content
One	Self-awareness
Two	Basic Information on HIV and AIDS Counselling and Testing
Three	Counselling Theories, Approaches and Techniques
Four	Counselling for Specific Target Groups and Situations
Five	Counselling, Care and Treatment
Six	VCT Service Delivery and Programme Management
Seven	HIV Testing in CT Service Delivery
Eight	Counselling Skills, Ethical Codes and Supervision of Counselling Practice.

Teaching and learning experiences: The course employs participatory methods using variety of resources that includes LCDs and Laptops, case studies, practical field work and overhead projectors.

Course duration : Four-weeks of continuous training. The first three weeks covers theory and micro counselling exercises, and the last week covers practical field work.

Assesment and award: Participants are continuously assessed during training and are awarded recognized certificates of participation by the Ministry of Health and Social Welfare.

Course fee: TZSH. 570,000

Dates	Venue
4th - 29th July 2011 and 7th Nov. - 2nd Dec. 2011	Mwanza
3rd - 28th Oct. 2011 and 13th Feb - 2nd March 2012	DSM

Diploma in Community Health (DCH) Course through eLearning

Background: The Diploma in Community Health (DCH) course is accredited to Moi University in Kenya. The course seeks to empower health and health related professionals to become change agents in Africa. The course is offered in modules and students can take a module at a time. The modules and course content are shown in the table below:

Target group: The course targets at people serving as Clinical Officers, Registered Nurses, Public Health Officers, Medical Social Workers, Nutritionists, etc in public, FBOs, CSOs and private sectors.

General objectives:

To equip health and health related professionals with knowledge and skills to become change agents in Africa.

Course content and structure: The course is divided into 12 modules shown in the following table:

Module	Content
One	Principles of Community Health
Two	Teaching Methodology
Three	Basic Computer Application
Four	Epidemiology and Biostatistics
Five	Research Methodology
Six	Behavior, Health Education & Health Promotion
Seven	Prevention and Control of Common Diseases
Eight	Community Based Health Care (CBHC)
Nine	Family Health & Nutrition
Ten	Community Based Health Care (CBHC)
Eleven	Family Health & Nutrition
Twelve	Environmental & Occupational Health
Thirteen	Disaster Preparedness and Management
Fourteen	Health Service Management

Teaching and learning experiences: Online eLearning option and examinations will be conducted in Dar es Salaam, Mwanza, Zanzibar and Iringa. The course is also offered as a fulltime (11 months) at AMREF International Training Centre, Nairobi at US \$7400.00 fee.

Course Duration: Fifteen months.

Assessment and award: Continuous assessment through eLearning combined with practical field assessment and final examinations. Upon successful completion of the course, participants are awarded a Diploma in Community Health by Moi University in Kenya.

Course fee: US \$2,400

Dates	Venue
15th June 2011 - 14th Sept 2012 and 15th Feb. 2011 - 14th May 2012	Mwanza, Dar es Salaam, Iringa and Zanzibar

Workplace HIV and AIDS Programming

The workforce is a key location for HIV and AIDS prevention and care programmes", Dr. Peter Piot, UNAIDS Executive Director, 2005 - 2008

Background: Compelling evidence shows that a considerable number of employees engage in risky sexual behaviours, have low understanding of their risk of HIV infections, have misconceptions about the epidemiology of HIV and AIDS and have attitudes that could fan stigma and discrimination against those infected.

Long periods of absenteeism, and extensive costs on medical support as a result of HIV and AIDS. These are factors which if not addressed increases production costs, reduces profits, and challenges quality service delivery.

Target group: The course targets trainers including peer educators personnel in charge of HIV and AIDS at the work place in the private sector, Civil Society Organizations, NGOs, FBOs, and community-based organizations, consultants in HIV and AIDS programming, workers in plantations, mining, construction sites, and transport industries.

General objective: This course is designed to provide comprehensive knowledge to workers, their families and the larger community about HIV, its causes, prevention, impact and how HIV and AIDS-related conditions can be managed. The programme further aims at fostering prevention and impact mitigation strategies and formulation of workplace HIV and AIDS policies and strategies at the workplace.

Course structure and content: The course is divided into modules. Each module includes objectives which give a bird's eye view of what is expected. The following is the course content.

Module	Content
One	Background: <ul style="list-style-type: none"> Understanding HIV and AIDS and the immune system
Two	<ul style="list-style-type: none"> Preventing HIV and STI infections Life skills building and post-exposure prophylaxis Essentials of voluntary counseling and testing
Three	<ul style="list-style-type: none"> Palliative and Home-Based Care Opportunistic infections, TB and HIV and AIDS Care and support
Four	<ul style="list-style-type: none"> Impact and mitigation; gender and vulnerability Stigma and discrimination positive living and writing a will Highly active antiretroviral treatment (HAART)
Five	<ul style="list-style-type: none"> Developing and implementing work place policy and programme Affordable integration of tuberculosis (TB) and or/malaria prevention Establishing and training peer health educators Work place programme and return of company investment

Teaching and learning experiences: The training sessions include participatory and experiential methods using principles of adult learning that include learner-centred, self-discovery and learning through dialogue; and the use of guest speakers like people living with HIV and AIDS. Training uses resources such as overhead and LCD projectors, laptops, flip charts, markers, and case studies.

Duration: To ensure productivity is not compromised, each session ranges from 30 minutes to two hours.

Evaluation and award: Each session is assessed or evaluated using pre-and post-test questionnaires, self-evaluations, session evaluations and end-of training evaluation. Participants receive a certificate of participation after successful completion of the course.

Course fee: TSHS. 450,000

Dates	Venue
6th - 18th Nov. 2011 and 18th - 29th June 2012	DSM
23rd Jan. - 3rd Feb. 2012 and 14th - 25th May 2012	Mwanza

Project Documentation: Processes and Impacts

Background: Different actors or players, individuals, projects or programs and organizations are engaging in constructive and creative strategies, and are making discoveries of what works and what doesn't work well in interventions. However, little is documented of these practices, mainly because some actors do not realize or see the value for documenting these vital experiences. Some want to document, but have limited expertise or time to do so. They are engrained in routine operations. Consequently they are trapped into repeating mistakes that others have already committed in similar interventions. This results into loss of valuable resources and time, denying platform for sharing good experiences and lessons for replication and scale up, advocacy, and accountability to those they serve - communities, government, development partners, and other stakeholders. UNAIDS says, "Don't re-invent the wheel: learn in order to improve it, and adapt it to your terrain to make it work better" (UNAIDS).

Target group: Project Managers and senior personnel working in donor and government funded projects and programmes, consultants and private businesses who want to demonstrate through evidence based results that they make a difference in business.

General objective: To enable participants gain knowledge and skills for documenting best practices in project processes and impacts through using quantitative and qualitative evidence-case studies, human interest stories, snippets and other visual illustrations.

Content and design: The course is divided into five modules of theory and practice. Practice is based on individualized or generic documentation exercises that include field visits to sites that offer opportunities for collection of information for writing human interest stories, snippets, visual illustrations, pictures and case studies that offer evidence on project processes and impacts. Below is the course content.

Module	Content
One	Theory and practice in documentation <ul style="list-style-type: none"> • What is documentation? • Difference between documentation and IEC materials development • Rationale and objectives for documentation • What do we document
Two	Documentation process <ul style="list-style-type: none"> • Preparations for documentation • Criteria for selection of best practices for documentation • Major decisions in documentation (purpose, target, format, channels communication and dissemination, etc.)
Three	Impact documentation: <ul style="list-style-type: none"> • Developing tools for data collection from information holders - the actors and the impacted. • Field data collection • Transcribing field information and data • Writing the stories, snippets and case studies • Fusing human interest stories into case studies and substantive editing
Four	<ul style="list-style-type: none"> • Copy editing, review, design and packaging
Five	<ul style="list-style-type: none"> • Communication and dissemination

Teaching and learning experiences: The course applies participatory teaching and learning experiences that include modified lectures, small group discussions and case studies. The training is embedded with practical mini-project documentation practices focusing at project processes and impacts using evidence based information from beneficiaries, project actors and other stakeholders.

Course duration: Five days of theory and practice.

Assessment: Assessment is continuous through daily evaluation of participants' active engagement in the learning process and delivery of outcomes of practical assignments.

Course fee: TSHS. 260,000

Dates	Venue
17th - 21st Oct. 2011 and 21st - 25th May 2012	DSM
16th - 20th Jan. 2012	Mwanza



For more information, please contact:
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