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Nationally Recognized Training  
NTC Reg. # 072

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The National Training Council Accredited Course, NTC Reg # 072

## Course Outlines & Lesson Plans

**Course Title:** Project Planning and Proposal Writing Skills

**Course Objects:** To provide participants with basic Skills and knowledge about Project Planning & Proposal Writing Skills so they can be able to:

- Identify a project concept and develop this using a logical framework approach
- Determine which funding schemes are most appropriate for their organizational and project needs
- Prepare a project which adequately addresses the essential criteria of funding agencies in PNG and Overseas

### Learning Output & Assessment:

During the course, the participants will work in groups to develop a real life project. The output of the course will be one draft proposal per person / group. The proposal will be completed using the most appropriate funding application. Successful completion of the course is dependent on the completion of the draft planning & proposal.

### Assessment Events:

- Presentation of mini-lessons (based on the lesson plan)
- Question and Answers
- Small group discussions
- Evaluation sheets

### Teaching methodology:

- Lecturing
- White / Black board
- Group activities/discussions

**Course duration:** Five days (Monday-Friday 8.00am – 4:00pm)

**Course Fee:** K1,200.00 per participant

**Target Group:** NGOs, CBOs, Public Servants, individuals (education level: Gr. 10 and above)

## COURSE TIMETABLE

1 <sup>st</sup> day	<ul style="list-style-type: none"> <li>▪ Introduce and participants registration</li> <li>▪ Outline of programme and group agreements</li> <li>▪ Overview of participant's manual</li> <li>▪ Overview of presentation skills</li> </ul>
2 <sup>nd</sup> day	<ul style="list-style-type: none"> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise</li> <li>▪ Evaluation</li> </ul>
3 <sup>rd</sup> day	<ul style="list-style-type: none"> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise 1</li> <li>▪ Evaluation</li> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise 2</li> <li>▪ Evaluation</li> </ul>
4 <sup>th</sup> day	<ul style="list-style-type: none"> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise</li> <li>▪ Evaluation</li> <li>▪ Distribute evaluation sheets to participants</li> </ul>
5 <sup>th</sup> day	<ul style="list-style-type: none"> <li>▪ Individual presentations</li> <li>▪ General speech</li> <li>▪ Formal graduation with light refreshment</li> </ul>

### Lesson Plan

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-11.30	Introduction & participants registration	Course objectives & Funding sources	Project cycle & levels of project summary	<ul style="list-style-type: none"> <li>. Proposal outline</li> <li>. Project background/ Project description</li> <li>. Project justification/ benefits</li> <li>. Technical Aspects</li> <li>. Project sustainability</li> </ul>	<ul style="list-style-type: none"> <li>. Individual presentations</li> </ul>
12-1.00	<b>Lunch Break</b>				
1.00-4:00	Distribute course materials and outline of contents	Proposal Characteristics & group exercise on problem analysis	<ul style="list-style-type: none"> <li>. Open discussion on HIV/AIDS</li> <li>. Relation between plan, programme &amp; Project</li> </ul>	<ul style="list-style-type: none"> <li>. Cross cutting issues</li> <li>. Project implementation Schedules</li> <li>. Critical Implementation issues</li> <li>. Attachments &amp; project documentation meeting criteria</li> </ul>	<ul style="list-style-type: none"> <li>. Invited guests speeches</li> <li>. Participants' representatives speech</li> <li>. Formal Graduation with light refreshments</li> </ul>