

MEAL Course Outline

Training Course Outline on Monitoring, Evaluation, Accountability and Learning (MEAL) & Research

Verltage Academy
(A Sister Concern of DATCO Group)

Duration: 4 Days Course (3 Hours/Day)

Organized by: DATCO Group

Course Outline

Day-1 (3 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00 hrs-11:00 hrs	Session 1: Opening Ceremony, Introduction. Objectives and importance of MEAL	Handout, PPT, Lecture. Group Discussion, Group Work	Multimedia, White Board, Flip Chart and Marker Pen, Flash Card, Masking Tape, Board Pin	
11:00 hrs-11:15 hrs	Tea Break			
11:15 hrs-12:00 hrs	Session 2: Principles and Components of MEAL, Intend Aggregated Tools of MEAL	Handout, PPT, Group Discussion, Group Work	Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Flash Card, Board Pin	
12:00 hrs-13:00 hrs	Session 3: MEAL Model and MEAL Plans	Handout, PPT, Group Discussion & Group Work & Quiz Competition	Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Poster Papers. Board Pin	
13:00 hrs-13:15 hrs	Recap Session	Group Discussion	Flip Chart and Marker Pen	
13:15 hrs -14:00 hrs	Prayer and Lunch Break			

MEAL Course Outline

Training Course Outline on Monitoring, Evaluation, Accountability and Learning (MEAL) & Research

Verltage Academy
(A Sister Concern of DATCO Group)

Duration: 4 Days Course (3 Hours/Day)

Organized by: DATCO Group

Course Schedule

Day-2 (3 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00 hrs-11:00 hrs	Session 4: M&E Logical Framework.	Handout, PPT, Group Discussion & Group Work & Quiz Competition	Multimedia, White Board, Flip Chart and Marker Pen, Flash Card, Masking Tape, Board Pin	
11:00 hrs-11:15 hrs	Tea Break			
11:15 hrs-12:00 hrs	Session 5: Performance Indicators and Theory of Change.	Handout, PPT, Group Discussion & Group Work	Multimedia, White Board, Flip Chart and. Poster Papers. Marker Pen	
12: 00 hrs-13:00 hrs	Session 6: Methods of data collection and analysis.	Handout, PPT, Group Discussion. Group Work & Quiz Competition	Multimedia, White Board, Flip Chart, Flash Card and Marker Pen	
13:00 hrs-13:15 hrs	Recap Session	Group Discussion	Flip Chart and Marker Pen	
13:15 hrs-14:00 hrs	Prayer and Lunch Break			

MEAL Course Outline

Training Course Outline on Monitoring, Evaluation, Accountability and Learning (MEAL) & Research

Veritage Academy

(A Sister Concern of DATCO Group)

Duration: 4 Days Course (3 Hours/Day)

Organized by: DATCO Group

Course Schedule

Day-3 (3 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00 hrs-11:00 hrs	Session 7: MEAL system development	Handout, PPT, Lecture. Group presentation	Multimedia, White Board, Flip Chart and Marker Pen. Poster Papers. Board Pin	
11:00 hrs-11:15 hrs	Tea Break			
11:15 hrs-12:15 hrs	Session 8: Documentation and reporting procedure of MEAL	Handout, PPT, Group Discussion & Group Work & Quiz Competition	Multimedia, White Board, Flip Chart, Flash Card and Marker Pen. Board Pin	
12:15 hrs-13:00 hrs	Session 9: FAQ on MEAL	PPT, Group Discussion	Multimedia, White Board, Flip Chart and Marker Pen	
13:00 hrs-13:15 hrs	Recap Session	Group Discussion	Flip Chart and Marker Pen	
13:15 hrs -14:00 hrs	Prayer and Lunch Break			

MEAL Course Outline

Training Course Outline on Monitoring, Evaluation, Accountability and Learning (MEAL) & Research

Verltage Academy
(A Sister Concern of DATCO Group)

Duration: 4 Days Course (3 Hours/Day)

Organized by: DATCO Group

Course Schedule

Day-4 (3 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00 hrs-11:00 hrs	Course Evaluation on MEAL	Written Exam.	Multimedia, White Board, Flip Chart and Marker Pen	
11:00 hrs-11:15 hrs	Tea Break			
11:15 hrs-12:00 hrs	Session 10: Case Study	Handout, PPT, Lecture. Group presentation	Multimedia, White Board, Flip Chart and Marker Pen	
12:00 hrs-13:00 hrs	Open discussion, Evaluation papers & Certificate distribution.	Handout, PPT, Lecture. Group presentation	Multimedia, White Board, Flip Chart and Marker Pen	
13:00 hrs-13:15 hrs	Closing Remarks	Group Discussion	Flip Chart and Marker Pen	
13:15 hrs-14:00 hrs	Prayer and Lunch Break			

N.B. Probable Cause Motivational Activities from Verltage Academy End:

1. Verltage Academy will be ensured few token gifts (key set, Mug, Pen) among the course participants and during session wise performance the respective course instructor or course facilitator's will be ensured it among participants as of their regular best performance.
2. Best course performer of the topic wise course participant rewards and full course best performer reward also be considered by the academy.
3. During each session quality candy, nut like light food item also be ensured by the academy for ensuring the full attention of the participants in the class.

MEAL Course Outline Prepared by:

Mr. S. M. Salim Akter, Probable Trainer and Development Consultant, Mobile@ # 01710936484, E-Mail: bappi2008@yahoo.com