



# LVCT Training Institute NITA COURSES



**PROSPECTUS**  
2025



## **What we do**

At LVCT Training Institute, we are passionate about empowering individuals and organizations through innovative, market-driven training solutions.

Our commitment to delivering competitive, high-quality courses is anchored by our accreditation with the National Industrial Training Authority (NITA) and the Technical and Vocational Education and Training Authority (TVET). Whether you choose to learn in-person or online, our programs are designed to provide flexibility, excellence, and relevance in today's fast-evolving world.



## **OUR MISSION**

To provide exceptional training programs that promote practical skills, foster critical thinking, and promote lifelong learning, contributing to the development of healthy and thriving societies.

## **OUR VISION**

To empower skilled professionals who drive innovation and enhance the well-being of workplaces and society.

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# HIV TESTING SERVICES (HTS) TRAINING



## Course Overview

This course is designed to equip healthcare professionals, counsellors, and community workers with the essential knowledge and skills required to provide comprehensive and effective HIV testing services. As HIV continues to be a global health priority, HTS plays a critical role in early detection, prevention, and the broader HIV care continuum.

## Learning Objectives

By the end of this course, you will be empowered to:

- Deliver compassionate, accurate, and confidential HIV testing and counseling.
- Navigate the complexities of HIV testing procedures and algorithms.
- Support individuals living with HIV by connecting them to appropriate care services.
- Promote HIV testing as part of a comprehensive, community-based prevention strategy.

## Course Duration



**21 Days**



## Course Outline

### Module 1: Introduction and Background to HIV Testing Services (HTS)

- Understand the historical context and importance of HIV Testing Services (HTS).
- Recognize the role of HTS in the broader HIV prevention and care continuum.
- Identify key stakeholders involved in HTS implementation and their roles.

### Module 2: Basic Concepts in HIV and AIDS

- Define HIV, AIDS, and their key differences.
- Understand the modes of HIV transmission and the global impact of the epidemic.
- Learn the basic science behind HIV infection and disease progression.

### Module 3: Populations Targeted for HTS and HTS Approaches, Setting, and Strategies

- Identify key populations at high risk for HIV and the rationale for targeted testing.
- Understand various HTS approaches, including voluntary counselling and testing (VCT) and provider-initiated testing and counselling (PITC).
- Recognize the different settings where HTS can be implemented, such as health facilities, community-based services, and mobile units.



#### **Module 4: Communication and Counselling for HTS**

- Develop effective communication skills for providing pre- and post-test counseling.
- Learn how to provide compassionate, non-judgmental counseling to individuals undergoing HTS.
- Understand the importance of confidentiality, informed consent, and ethical practices in HTS.

#### **Module 5: Psychosocial, Contextual, and Emerging Issues in HIV**

- Explore psychosocial factors that influence HIV testing and treatment adherence.
- Understand contextual issues, including stigma, discrimination, and cultural factors that impact HIV testing.
- Identify emerging challenges in the HIV epidemic, such as co-infections, mental health, and the impact of COVID-19 on HIV services.

#### **Module 6: HTS Service Package(HTS Protocols)**

- Familiarize with the standardized protocols for HTS services, including testing methodologies and counselling procedures.
- Understand the different types of HIV tests available, including rapid diagnostic tests and laboratory-based tests.
- Learn the components of the HTS service package, such as linkage to care, partner notification, and referrals.

#### **Module 7: HIV Testing Requirements, Algorithms, and Procedures**

- Learn the specific requirements for HIV testing, including training, infrastructure, and quality control measures.
- Understand HIV testing algorithms, including initial screening and confirmatory testing procedures.
- Gain hands-on knowledge of the steps involved in conducting HIV testing in various settings.

#### **Module 8: Introduction to HIV Treatment and Comprehensive Care Packages**

- Explore psychosocial factors that influence HIV testing and treatment adherence.
- Understand contextual issues, including stigma, discrimination, and cultural factors that impact HIV testing.
- Identify emerging challenges in the HIV epidemic, such as co-infections, mental health, and the impact of COVID-19 on HIV services.

#### **Module 9: Promotional Activities for HTS**

- Understand the importance of raising awareness and promoting HIV testing in various populations.
- Learn strategies for effective communication and outreach to increase HIV testing uptake.
- Develop skills for organizing and implementing community-based promotional activities and campaigns for HTS.

#### **Module 10: Coordination, Monitoring, and Evaluation (M&E) of HTS**

- Learn the principles and practices of coordinating HTS services across various sectors and stakeholders.
- Understand the importance of monitoring and evaluating HTS programs for quality assurance and improvement.
- Develop skills in data collection, reporting, and analysis for effective M&E of HTS activities.

# DRUG TREATMENT ADHERENCE COUNSELLING

## Course Overview

This training for adherence counsellors and other health care workers is intended to improve knowledge, skills, and confidence in providing psychosocial and adherence support services within HIV/AIDS programs. It is intended to improve the scope and quality of psychosocial and adherence support services for our clients, their families, and their children stakeholders to implement and sustain change successfully.

## Learning Objectives

By the end of this course, you will be empowered to:

- Explore your own values and attitudes. Becoming Self-aware.
- Understand basic counselling and communication skills.
- Define psychosocial support and adherence counselling.
- Conduct psychosocial and adherence assessment and conduct effective client referrals and linkages to social support.
- Provide psychosocial and adherence support in antiretroviral therapy (ART)
- Provide psychosocial and adherence support for pregnant women and their family members in the context of HIV prevention, care and treatment.
- Provide psychosocial support in HIV discordance relationship.
- Provide supported disclosure preparation and follow-up counselling.
- Provide psychosocial and adherence support to HIV clients living with Diabetes and Other Chronic Lifestyle diseases
- Provide psychosocial support to survivors of sexual violence.

## Course Duration



**10 Days physical, virtual class, and observed practice within two months**



## Course Outline

**Module 1:** Introduction to Adherence Counselling.

**Module 2:** Counselling and Communication Skills.

**Module 3:** Conducting Psychosocial and Adherence Counselling Assessment.

**Module 4:** Adherence Counselling Standard Operating Procedures in Paediatrics, Adolescents and Adults.

**Module 5:** Psychosocial support and Adherence Counselling for Pregnant Women.

**Module 6:** Care and Treatment Component.

**Module 7:** Gender Based Violence and Intimate Partner Violence.

**Module 8:** Documentation, Monitoring and Evaluation (M &E) in Adherence Counselling

# GENDER BASED VIOLENCE



## Course Duration



5 Days

## Course Overview

Gender Based Violence (GBV) is a pervasive and deeply rooted problem that affects people of all genders around the world. During this course, we will examine the various forms of GBV, its causes, consequences, and prevention strategies. We will also delve into the importance of providing support services for survivors and discuss ways to take action against GBV.

By the end of this course, you will have a fundamental understanding of GBV, and you'll be equipped with the knowledge and tools to contribute to the efforts aimed at preventing and addressing this issue.

We create a safe and inclusive learning environment where you can engage in thoughtful discussions, gain insights, and leave with a heightened awareness of the critical role you can play in combatting GBV.

## Learning Objectives

**By attending the safeguarding training course, participants will be able to**

- Develop a comprehensive understanding of gender-based violence and its various forms.
  - Explore the root causes and social determinants of gender-based violence.
  - Identify the impact of gender-based violence on individuals, families, and communities.
  - Acquire knowledge of international frameworks, policies, and legal instruments related to gender-based violence.
  - Understand the roles and responsibilities of different stakeholders in addressing gender-based violence.
  - Learn strategies for prevention, early intervention, and response to gender-based violence.
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- Enhance skills in providing survivor-centered support and services.
  - Promote gender equality and challenge societal norms that perpetuate violence.
  - Strengthen coordination and collaboration among organizations working on gender-based violence.
  - Develop action plans for implementing effective gender-based violence prevention and response initiatives.
  - Develop a comprehensive understanding of gender-based violence and its various forms.
  - Explore the root causes and social determinants of gender-based violence.
  - Identify the impact of gender-based violence on individuals, families, and communities.
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- Acquire knowledge of international frameworks, policies, and legal instruments related to gender-based violence.
  - Understand the roles and responsibilities of different stakeholders in addressing gender-based violence.
  - Learn strategies for prevention, early intervention, and response to gender-based violence.
  - Enhance skills in providing survivor-centered support and services.
  - Promote gender equality and challenge societal norms that perpetuate violence.
  - Strengthen coordination and collaboration among organizations working on gender-based violence.
  - Develop action plans for implementing effective gender-based violence prevention and response initiatives.

# GENDER BASED VIOLENCE



## Course Outline

### Module 1: Introduction to Gender Based Violence

- Sex vs. Gender: *What is the Difference?*
- Defining GBV its Forms and Consequences
- Causes and Contributing Factors of GBV
- Types of GBV
- Human Rights

### Module 2: Preventing Gender Based Violence

- Introduction to GBV prevention
- Reducing risks and vulnerabilities
- Prevention measures in GBV key prevention areas
- Engaging men and boys in GBV prevention
- Identifying prevention activities
- Challenges in GBV prevention

### Module 3: Responding to Gender Based Violence

- Survivor-centred Response
- Survivor-centred Health Care
- Psychosocial and Mental Health
- The referral pathway

### Module 4: The Core Principles for a Code of Conduct

- Understanding core values
- Commitment to the code of conduct
- Core principles
- Special measures for protection from sexual exploitation
- Developing code of conduct for staff and non-staff

### Module 5: GBV and Law

- Sexual Offences Act (Country specific)
- Domestic Violence Act (Country specific)
- Child Rights Act (Country Specific)
- The pathway to formal justice

### Module 6: Action Against Gender Based Violence

- Multi-sectoral Action
- Interagency, Multisectoral Coordination
- Existing national and institutional action to combat GBV
- GBV Assistance organisations

### Module 7: Developing a Programmatic Response for GBV

- Guiding principles for GBV coordination and programming
- Programming approaches in GBV response
- Inclusive GBV programming
- Understanding different models for GBV programming
- Design and development of GBV response programs

### Module 8: GBV Reporting Mechanisms

- Levels of reporting
- Barriers to reporting
- GBV Ethical standards in GBV reporting
- Developing GBV reporting approaches

# SAFEGUARDING TRAINING

## Course Overview

This course provides a comprehensive understanding of safeguarding principles and practices, ensuring the safety and well-being of vulnerable individuals in various settings. Participants will learn to identify, prevent, and respond to safeguarding concerns while fostering a safe and inclusive environment. Through interactive discussions, case studies, and practical examples, this course covers legal frameworks, risk assessment strategies, reporting mechanisms, and best practices in safeguarding.

## Learning Objectives

By attending the safeguarding training course, participants will be able to

- Understand the key principles and importance of safeguarding.
- Recognize risk factors and signs of harm, abuse, and exploitation.
- Develop skills to prevent and respond to safeguarding concerns.
- Gain knowledge of legal and policy frameworks governing safeguarding.
- Implement safeguarding strategies in different workplace and community settings.
- Develop response and contingency plans for safeguarding situations.

### Course Duration



**5 Days**



## Course Outline

### Module 1: Introduction to Safeguarding

- Understanding Safeguarding
- Definition and importance of safeguarding
- Categories of harm and abuse
- Principles of safeguarding in different sectors
- Legal Frameworks and Policies
- National and international safeguarding laws and regulations
- Local policies and procedures
- Reporting mechanisms and organizational obligations

### Module 2: Identifying Safeguarding Concerns

- Recognizing Signs of Abuse and Neglect
- Types of abuse: physical, emotional, sexual, and neglect
- Behavioral indicators of harm in different populations Risk factors for abuse and exploitation
- Case Studies and Group Discussions
- Analyzing real-life safeguarding scenarios

### Module 3: Responding to Safeguarding Issues

- Reporting and Intervention Strategies
- Steps to report safeguarding concerns effectively
- Roles and responsibilities of professionals and organizations
- Handling disclosures with sensitivity and professionalism
- Creating Safe Environments Strategies for fostering a safeguarding culture
- Effective communication techniques
- Developing and implementing safeguarding policies

### Module 4: Working with Organizations and Communities

- Organizational Safeguarding Responsibilities
- Developing safeguarding policies and procedures
- Risk assessment and mitigation strategies Staff training and awareness programs
- Community Involvement in Safeguarding
- Role of communities in ensuring safety
- Collaborating with local organizations and services
- Building support networks and advocacy initiatives

### Module 5: Practical Application and Safeguarding Frameworks

- Developing a Safeguarding Framework
- Key components of an effective safeguarding framework Implementation and monitoring best practices
- Evaluating safeguarding effectiveness in organizations
- Role-Playing and Simulation Exercises
- Practical exercises to apply safeguarding skills
- Role-playing different scenarios to practice responses



# LEADERSHIP AND PEOPLE MANAGEMENT



## Course Overview

Leadership is a method of communicative power which enhances the efforts of individuals to achieve goals and essential skills for business professionals. Our course is specially designed to provide participants with skills required to lead any team in the organization successfully. The course will help in acquiring characteristics that are important for any outstanding leader. Our leadership skills experts have plentiful knowledge of the industry and know how to make the topics engaging in order to create memorable and valuable learning experience.

## Learning Objectives

By attending the leadership and people management training course you will be able to

- Understand the difference between leadership and management
- Apply different range of leadership approaches in different situations
- Be able to use the knowledge to monitor and improve the team
- Examine ethical aspects of leadership and values that drive lasting results
- Understand Important management skills such as communication skills and negotiation skills
- Know how to motivate and handle difficult individuals

## Who can attend the course?

- Board members, senior executives and valuable leaders in organizations or teams
- undergoing change
- Managers, supervisors and team leaders responsible for working through others to achieve
- company goals.
- Those looking for business gains and benefits for managing teams effectively

## Benefits to the organization:

- The organization will be capable of focusing on the long term organisational needs
- Motivated to deal effectively with the operational tasks
- Increase self-awareness, flexibility and confidence in their team
- Secure in the knowledge that their team is truly capable of producing results

## Personal benefits:

- Have ability to select leadership and management approaches most suitable for their situation and personal style
- Gain self-assurance to move beyond traditional assumptions about the 'right' way to manage
- Get confidence through the opportunity to experiment with key techniques before applying them in the work place



## Course Outline

### Module 1: Introduction to leadership and leadership styles

- Define and differentiate between leadership and management.
- Analyze the characteristics of a leader
- Understand what skills are required to be an effective leader
- Explain the principles of leadership
- Analyse different leadership styles as they have evolved over time
- Contrast between past leaders and modern leaders
- Analyse different types of leadership styles

### Module 2: Emotional intelligence in business

- Define what is emotional intelligence
- Understand the characteristics of emotional intelligence in leaders
- Understand importance of emotional intelligence to leaders
- Learn how to perceive emotions accurately
- Use emotions to facilitate thinking of the team members
- Learn how to manage personal and team emotions by understanding emotional meanings
- Understand how to apply emotional intelligence in the work place
- Deal with constructive disagreement

### Module 3: Coaching and mentoring

- Know the difference between coaching and mentoring
- Understand the benefits of coaching and mentoring at all levels of the organisation
- Identify the right mentors and coach and ensure a valuable mentor-mentee and coach-coachee relationship
- Competencies of an effective coach or mentor
- Effective and powerful communication techniques to deliver results
- Understand how to create the coaching culture and important concepts in coaching
- Understand key components of mentoring and the various techniques and models used
- Understand various mistakes/ pitfalls to avoid in coaching and mentoring
- Measure and evaluate mentoring/ coaching program success

## Course Duration



10 Days

### Module 4: Conflict management and resolution

- Understand the sources and levels of conflict and difficult situations
- Respond to conflict situations
- Apply advanced interpersonal skills for conflict management
- Determine the techniques and tactics for managing conflict
- Master the art of persuasion, influence and negotiation A
- Apply strategies to handle challenging or difficult conversations
- Manage organizational conflict and culture
- Move difficult situations forward

### Module 5: Motivation, inspiration and empowerment

- Understand the key concepts of motivation, inspiration and empowerment
- Identify individual and organizational motivators
- Demonstrate knowledge and understanding of the changing context for employee empowerment
- Analyse problems caused by power imbalances in employment relations and recommend solutions.



# PEACE BUILDING TRAINING

## Target Audience

Practitioners working in conflict and post-conflict areas in Africa, peacebuilders, humanitarian workers, community leaders, and individuals interested in peacebuilding initiatives.

## Learning Objectives

By the end of the training, participants will:

- Gain a comprehensive understanding of peacebuilding concepts and theories.
- Develop skills in designing and implementing peacebuilding interventions.
- Understand the roles of various actors in the peacebuilding process. Learn strategies for overcoming the challenges faced in peacebuilding efforts.
- Appreciate the importance of local ownership and the role of community actors in sustaining peace

## Course Outline

### Module 1: Introduction to Peacebuilding

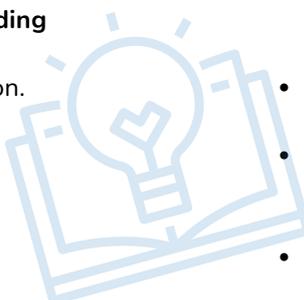
- Key concepts in peacebuilding, including definitions of peace, violence, and conflict.
- Theories of peacebuilding (e.g., Positive and Negative Peace).
- Understanding the distinction between peacebuilding, conflict resolution, and conflict transformation.
- The role of peacebuilding in post-conflict recovery and prevention of violence.

### Module 2: Peacebuilding Theories and Frameworks

- Overview of peacebuilding theories and their application in various contexts.
- Peacebuilding frameworks: Top-down vs. bottom-up approaches.
- The role of state, non-state actors, and international organizations in peacebuilding.
- Context-specific peacebuilding interventions in African settings

### Module 3: Strategies and Tools for Peacebuilding

- Key strategies for building lasting peace, including diplomacy, dialogue, and mediation.
- Tools for peacebuilding: Conflict analysis, stakeholder mapping, and power analysis.
- Designing and implementing peacebuilding programs.
- Monitoring and evaluating peacebuilding interventions.



## Course Duration



21 Days

### Module 4: The Role of Local Actors in Peacebuilding

- Understanding the importance of local actors in peacebuilding efforts.
- Community-driven peacebuilding initiatives and grassroots mobilization.
- The role of women, youth, and marginalized groups in peacebuilding.
- Building local ownership and sustainability in peacebuilding processes.

### Module 5: Peacebuilding Challenges and Innovations

- Challenges in peacebuilding: Addressing entrenched conflicts, political instability, and lack of resources.
- Innovative peacebuilding approaches: Technology, media, and education.
- The future of peacebuilding: Integrating new methods and adaptive strategies in ongoing peace efforts.
- Lessons learned from successful and failed peacebuilding initiatives.

# PROJECT PLANNING AND MANAGEMENT



## Course Overview

This course is designed to equip participants with the skills, tools, and techniques required to effectively manage projects across various industries. The course provides a comprehensive understanding of the project lifecycle, from initiation to closure, focusing on the principles of planning, resource allocation, execution, monitoring, and evaluation. Participants will explore critical project management concepts such as scope, time, cost, quality, risk, and stakeholder management. The course emphasizes practical application through case studies, real-world scenarios, and hands-on exercises, making it ideal for professionals seeking to enhance their project management capabilities or aspiring managers looking to build a strong foundation.

## Learning Objectives

By the end of this course, participants will be able to:

- Understand the core principles, methodologies, and frameworks of project management.
- Effectively define project objectives, deliverables, and success criteria.
- Develop detailed project plans, including schedules, budgets, and resource allocation strategies.
- Identify and assess project risks, and formulate mitigation plans. Implement effective stakeholder engagement and communication strategies.
- Monitor and control project performance to ensure alignment with the plan.
- Apply quality assurance and control measures throughout the project lifecycle.
- Successfully close projects, document lessons learned, and improve future project outcome

## Course Outline

### Module 1: Introduction to Project Management

- Definition and importance of project management.
- Key concepts: project, program, and portfolio management.
- Overview of project management frameworks and methodologies (e.g., Agile, Waterfall, PRINCE2). Role of the project manager and project team.

### Module 2: Project Lifecycle

- Phases of the project lifecycle: Initiation, Planning, Execution, Monitoring & Control, and Closure.
- Integration of lifecycle phases for cohesive project delivery.
- Common challenges across the lifecycle and mitigation strategies.

## Course Duration



5 Days

# PROJECT PLANNING AND MANAGEMENT

## Module 3: Project Initiation

- Identifying project needs and defining objectives.
- Developing a project charter and scope statement.
- Stakeholder identification and analysis.
- Feasibility studies and project selection criteria.

## Module 4: Project Planning

- Creating a Work Breakdown Structure (WBS).
- Developing a project schedule using tools (e.g., Gantt charts, CPM).
- Budget estimation and resource allocation.
- Risk identification and planning (risk register, mitigation strategies).
- Communication and stakeholder engagement planning.

## Module 5: Project Execution

- Assembling and managing project teams.
- Resource procurement and allocation.
- Executing project activities as per the project plan.
- Monitoring task progress and ensuring quality standards.

## Module 6: Monitoring and Control

- Tracking project performance using KPIs and metrics.
- Identifying and managing scope changes.
- Addressing project risks and issues.
- Managing project constraints (scope, time, cost, quality).
- Communication updates to stakeholders.

## Module 7: Project Quality Management

- Understanding quality management principles in projects.
- Quality planning, assurance, and control processes.
- Tools and techniques for quality improvement.

## Module 8: Project Closure

- Delivering and finalizing project outputs.
- Conducting project evaluations and capturing lessons learned.
- Closing contracts and releasing resources.
- Celebrating success and recognizing team contributions.



# PARTICIPATORY MONITORING AND EVALUATION

## Course Overview

This Participatory Monitoring and Evaluation course offers a concise and impactful exploration of the principles and practices necessary for engaging stakeholders and promoting inclusive decision-making processes in monitoring and evaluating development projects.

This course is designed for professionals and practitioners involved in project management, evaluation, and community development who want to enhance their skills in participatory approaches to monitoring and evaluation.

Through practical examples and interactive exercises, participants will learn how to actively involve project stakeholders, including beneficiaries and community members, in the monitoring and evaluation process. They will gain insights into participatory data collection methods, participatory analysis techniques, and tools for engaging stakeholders throughout the project cycle.

## Learning Objectives

**By the end of the training, participants will:**

- Understand the PM&E Process Develop PM&E Results Levels
- Define Indicators for PM&E
- Develop a Logical Framework Approach in PM&E
- Carry out participatory M&E Planning
- Understand data collection for PM&E
- Develop Tools and Techniques for rural appraisal in PM&E
- Carry out data Analysis in PM&E
- Implement Participatory Impact Assessment

## Course Duration



**10 Days**

# PARTICIPATORY MONITORING AND EVALUATION



## Course Outline

### Module 1: Introduction to PM&E

- Overview of Monitoring and Evaluation (M&E)
- Importance of Participatory Approaches
- Definition of Participatory Monitoring & Evaluation
- Principles and Values of Participatory Approaches
- Benefits and Challenges of PM&E

### Module 2: PM&E Planning and Design

- Planning the PM&E Process
- Setting Objectives and Indicators
- Data Collection Methods and Tools
- Data Analysis Techniques
- Developing PM&E Results Levels

### Module 3: Logical Framework Approach (LFA)

- Introduction to Logical Framework Approach (LFA)
- LFA Analysis and Planning Phase
- Designing a Logframe Risk Rating in Logframe
- Horizontal and Vertical Logic in Logframe
- Using Logframe for Activity and Budget Schedules

### Module 4: Participatory Tools and Techniques O

- Participatory M&E Planning
- Participatory Project Design
- Group Dynamics in Participatory
- Decision Making Participatory Information
- Gathering Tools and Methods
- Quantitative and Qualitative Data
- Triangulating Data Collection Sources

### Module 5: Analysis, Reporting, and Impact Assessment

- Data Analysis in PM&E
- Using SPSS/Stata in Quantitative Data Management
- Descriptive and Inferential Analysis
- Participatory Dissemination of Findings
- Participatory Evaluation
- Participatory Impact Assessment
- Reporting on Progress and Lessons Learned



# DATA ANALYTICS WITH ADVANCED EXCEL

## Course Overview

The Data Analytics with Advanced Excel training offers a comprehensive exploration of Excel's capabilities in data analysis. Throughout the course, you will delve into advanced techniques for cleaning and preparing data, mastering complex formulas and functions, and creating impactful visualizations like charts, graphs, and interactive dashboards. By the end of this program, you will possess the skills and confidence to extract valuable insights from data, enabling you to make informed decisions and drive organizational success through data-driven strategies.

## Course Outline

### Module 1: Introduction to Data Analytics

- Importance in decision-making
- Key concepts and terminology
- Advantages of using Excel
- Introduction to Excel data analysis tools

### Module 2: Data Cleaning and Preparation

- External data connections
- Importing data from different sources
- Removing duplicates and inconsistencies
- Text to columns, data validation, and formatting

### Module 3: Exploratory Data Analysis (EDA)

- Mean, median, mode
- Measures of dispersion
- Creating charts (bar, line, pie)
- Conditional formatting for visual insights

### Module 4: Advanced Excel Functions for Data Analysis

- Statistical Functions - AVERAGEIF, COUNTIF, SUMIF
- Statistical analysis with Excel functions VLOOKUP, HLOOKUP, INDEX, and MATCH
- Combining functions for dynamic analysis

### Module 5: PivotTables and PivotCharts

- Summarizing and analyzing data
- Grouping and filtering data
- Creating dynamic charts linked to PivotTables
- Using slicers for interactivity



### Module 6: Power Query and Power Pivot

- Data import and transformation
- Merging and appending queries
- Creating data models
- DAX (Data Analysis Expressions) introduction

### Module 7: Data Analysis with What-If Analysis Tools

- Performing sensitivity analysis
- Creating and managing scenarios
- Optimization and constraint-based analysis
- Solver for linear programming problems

### Module 8: Regression Analysis in Excel

- Linear regression basics
- Multiple regression analysis
- Data preparation for regression
- Interpreting regression results

## Course Duration



10 Days

### Module 9: Automation with Macros and VBA

- Recording and executing macros
- Writing simple VBA code for automation
- Integrating VBA with data analysis tasks

### Module 10: Real-world Applications and Case Studies

- Application of data analytics in various sectors
- Extracting actionable insights from real-world data
- Applying learned concepts to a comprehensive data analysis project
- Peer review and feedback

# TRAINING OF TRAINERS

## Course Overview

This course is designed to empower anyone who desires to develop skills with an aim to become a leader in delivering effective trainings, either as part of their role at place or work or independent practitioner. It is meant to transform their training from a traditional, didactic approach to more learner- centered, interactive delivery. The Course is a pro-gression from presentation skills and participants are required to actively participate; to prepare and present a presentation (of 5-10 Minutes) that shall be assessed before and on final day of the course.

## Learning Objectives

By the end of the training, participants will:

- Evaluate Training needs
- Design and implement effective training using diverse learning approaches
- Adopt diverse learning Platforms such as multimedia to enhance the learning experience and make learning memorable

## Course Duration



5 Days

## Course Outline

### Module 1: Introduction

- Recognize the power of visual images to make learning “stick”
- Recall the oval aim of the Train the Trainer Program
- Identify your own strengths and weaknesses
- Describe what makes a good trainer
- Know the different learning styles List different types of learning
- Identify situation where training may not be the solution
- Explain the components of the leaning cycle in the correct order





## Module 2: Analysis & Predesign considerations

- Explain the purpose & function of a TNA
- Choose from a range of different platforms to deliver training
- Explain what the term “Blended Learning “means
- Produce a checklist of considerations prior to designing a training session
- State at least three potential barriers to learning and ways to overcome them
- Analyze the pros and cons of different ways for collecting TNA data

## Module 3: Design Phase

- Create a training session that maximizes participants learning and retention
- Use a session plan template to logically order material and assign timings
- Write clear objectives using Blooms Taxonomy theory
- Assess the pros and cons of different training room layouts
- Explain the differences between formative and summative assessment Incorporate a range of assessment modes into a training session

## Module 4: Develop Phase

- Assign appropriate timings to topics and activities in your own training session
- Creative PowerPoint with music, video and telephone polls embedded
- Write a set of rules/guidelines for preparation of effective handouts
- List different types of training Identify situations where training may not be the solution

## Module 5: Implementation Phase

- Present with energy and enthusiasm using method acting technique
- Deploy techniques for overcoming nerves Describe the importance of body language when presenting
- Use anecdotes session with dramatic openings and memorable endings
- Use effective questionnaire techniques to aid leaning
- Produce a checklist for your own training session

## Module 6: Evaluation Phase

- Describe the reasons for evaluating a training session
- Evaluate own training session and those of others
- Explain the four levels of the Kirkpatrick Evaluation Model
- Describe at least three different ways to evaluate your own training session

## Module 7: Practice workshop

- This is the final session to allow you to prepare your presentation for assessment on the final day. During this period/session, the tutor will be available to give advice and guidance.

### Session 8: Assessment

During this session, delegates will make their final assessed presentations. You will be required to present your original presentation used on the first day for final assessment. Your presentation should be between 15-20 Minutes (Not More than 20 Minutes).

# LIFE SKILLS TRAINING



## Target Audience

This training targets: Youth, professionals, community members, caregivers, and educators. Certification: Participants receive a certificate upon completion, based on attendance and assessment.-

## Course Outline

### Module 1: Self-Awareness & Emotional Intelligence

- Self-reflection and self-awareness: Dive deep into understanding yourself.
- Understanding emotions and their impact: Learn how emotions shape your interactions.
- Building emotional intelligence (EI) for better relationships: Enhance your connections with others.
- Techniques for stress management and mindfulness: Discover ways to stay calm and focused.

### Module 2: Communication & Interpersonal Skills

- Effective communication models ,
- Master the art of communication.
- Active listening and empathy, *Assertiveness vs. aggressiveness vs. passivity*
- Conflict resolution techniques.

### Module 3: Critical Thinking & Decision-Making

- The problem-solving cycle: Approach problems methodically.
- Identifying biases in decision- making: Recognize and overcome biases.
- Practical decision-making frameworks(e.g., SWOT analysis): Use structured methods for decisions.
- Ethical decision-making in everyday life: Make choices that align with your values.

## Course Duration



21 Days

### Module 4: Resilience & Stress Management

- Understanding stress and its effects: Know how stress impacts you.
- Coping strategies (e.g., relaxation techniques, cognitive reframing): Develop effective coping mechanisms.
- Developing resilience through adaptability and optimism: Stay strong and positive.
- Balancing work, life, and mental well-being: Achieve harmony in your daily life.

### Module 5: Leadership & Goal Setting

- Leadership styles and characteristics: Discover what makes a great leader.
- 'SMART goal-setting technique: Set clear and achievable goals.
- Time management and prioritization: Make the most of your time.
- Motivation and personal growth: Keep yourself motivated and growing.



# BASIC MENTAL HEALTH

## Learning Objectives

By the end of the training, participants will:

- Understand Mental Health Basics
- Identify Common Mental Health Issues
- Learn Ways to Support Others
- Promote Well-Being
- Know Where to Get Help
- Reduce Mental Health Stigma.

## Course Outline

### Module 1: Overview of the Mental Health

- Definition of key terms
- Statistics – Mental Health situation in Kenya.
- Myths and misconceptions of mental health.
- Kenyan Policy and Legal guidelines on Mental Health

### Module 2: Risk Factors & Determinants

- Signs and symptoms
- Common Mental health disorders(Samuel)
- Comorbidities & Co-occurring disorders

### Module 3: Overview of Theories of Counselling

- Psychoanalysis
- CBT/BT/REBT
- Humanistic

### Module 4: Counselling Skills

- Listening skills
- Observing Skills
- Attending Skills

### Module 5: Stigma and Discrimination

- Understanding Stigma.
- Impact of Discrimination
- Strategies to Combat Stigma

### Module 6: Loss & Grief

- Types of Loss.
- Stages of Grief
- Coping Mechanisms
- Support Systems

## Course Duration



5 Days

### Module 7: Psychological First Aid

- Principles of Psychological First Aid
- Immediate Response Techniques
- Communication Skills
- Referral and Follow-Up

### Module 8: Community Interventions

- Community Needs Assessment.
- Program Development
- Implementation Strategies
- Evaluation and Feedback

### Module 9: Work-Life Balance

- Importance of Work-Life Balance
- Time Management Techniques
- Stress Management
- Creating a Supportive Work Environment

### Module 10: Building Resilience

- Definition of Resilience
- Resilience Building Strategies
- Role of Social Support
- Resilience in Different Contexts





Thank you for exploring LVCT Health Training Institute. We look forward to welcoming you to our vibrant community where excellence meets opportunity.

## GET IN TOUCH WITH US



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