

2018 TRAINING CALENDAR

All times
GMT/BST



inFocus training courses are listed here by start date and time across the calendar year. ALL TIMES ARE STATED IN GMT/BST TIMEZONE. You can sign up for a course by clicking on the link to register, where you will also see a short description of the course that includes the course length and format.

- Essentials sessions (2 hour sessions)
- Public Courses (2 hour sessions)
- How to develop a theory of change (2 x 4 hour sessions)
- How to train staff to collect high quality data (4 hours)

OCTOBER

- Introduction to inFocus 7 Steps to High Performance
START: [Tue 9th 9am](#) | [Tue 9th 5pm](#)
- How to plan your evaluation
START: [Thu 11th 9am](#) | [Thu 11th 5pm](#)
- How to conduct participatory M&E
START: [Tue 16th 9am](#) | [Tue 16th 5pm](#)
- How to conduct ethical M&E
START: [Thu 18th 9am](#) | [Thu 18th 5pm](#)
- How to Develop a Theory of Change
START: [Tue 23th 9am](#) | [Thu 25th 5pm](#)
- How to develop indicators
START: [Tue 30th 9am](#) | [Tue 30th 5pm](#)

NOVEMBER

- How to choose 'creative' M&E methods
START: [Thu 1st 9am](#) | [Thu 1st 5pm](#)
- How to develop questionnaires
START: [Tue 6th 9am](#) | [Tue 6th 5pm](#)
- How to get the right sample
START: [Thu 8th 9am](#) | [Thu 8th 5pm](#)
- How to conduct interviews
START: [Tue 13th 9am](#) | [Tue 13th 5pm](#)
- How to run a focus group
START: [Thu 15th 9am](#) | [Thu 15th 5pm](#)
- How to train staff to collect high quality data
START: [Tue 20th 9am](#) | [Wed 21st 5pm](#)
- How to protect your data
START: [Thu 22nd 9am](#) | [Tue 22nd 5pm](#)
- How to set up a data quality process
START: [Tue 27th 9am](#) | [Tue 27th 5pm](#)
- How to analyse quantitative results
START: [Thu 29th 9am](#) | [Thu 29th 5pm](#)

DECEMBER

- How to analyse qualitative results
START: [Tue 4th 9am](#) | [Tue 4th 5pm](#)
- How to write effective reports
START: [Thu 6th 9am](#) | [Thu 6th 5pm](#)
- How to use your M&E to drive fundraising
START: [Tue 11th 9am](#) | [Tue 11th 5pm](#)
- How to use your M&E to improve programmes
START: [Thu 13th 9am](#) | [Thu 13th 5pm](#)