



Grants Management: Writing Good Goals and Objectives Well

2 Day In-Person Course



COURSE DESCRIPTION

This session will demonstrate how to write clear goals and SMART objectives to set program implementers up for success in the future. Participants will gain skills through examples and practice to improve their work plans, making evaluating progress toward their mission easier. This course will be informative for administrative and program staff from organizations that are involved with grant implementation. Participants should bring copies of their grant work plans, evaluation plans, and reporting requirements.

The structure of this course is 4-hour morning sessions over a two-day period followed by afternoon workshops. This 2-day half-day workshop will provide information about how to improve work plans through clear writing. There will be opportunities to create goals and objectives for your program and review current work plans.



COURSE OBJECTIVES

After successful completion of this course, participants should be able to:

- Review their grants goals and objectives for greater clarity
- Implement tactics for effective work plans
- Learn techniques on how to update their project/program narrative



WHO SHOULD ATTEND

This training is most relevant for staff involved in a grant's programmatic implementation.



TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact info@pitiviti.org.



March 2 – 3, 2023
8:30 AM – 12:30 PM



8 CPE Credit



In-Person Delivery



Multi-Purpose Center
Beach Rd, Susupe
Saipan 96950, CNMI



REGISTER NOW

<https://learn.pitiviti.org/173>



ADD TO CALENDAR

<https://evt.to/aidmahshw>

Contact: Kartrinalynn Henriquez



SEND EMAIL

k.henriquez@dof.gov.mp





COURSE DATE AND TIME

This course will take place on March 2-3, 2023, CNMI time.

The structure of this course is 4-hour morning sessions over a two-day period followed by afternoon workshops. This 2-day half-day workshop will provide information about how to improve work plans through clear writing.

Thursday-Friday

March 2-3, 2022

8:30 AM – 4:30 PM



INSTRUCTOR

David Rykken, MPH

David Rykken has more than 20 years of experience in public service working with all levels of government. He has worked for HHS at headquarters in DC for the last 12 years as a Supervisory Management Analyst, a Senior Emergency Management Specialist and a Supervisory Public Health Advisor.

Prior to working for HHS, David was the Chief of the Ancillary Services in the Republic of Palau. In addition to his experience in health care administration, he has spent several years doing overseas development work in African and Asian countries and has taught business and English courses in Indonesia, Thailand, and Turkey.

David has a Postgraduate Diploma in Public Health Leadership and Management from the Fiji School of Medicine, an MPH in Policy and Administration from the University of North Carolina and a Diploma from the United States Naval War College as well as a BA from St. Olaf College and a teaching certification in ESL.

David has organized and conducted HSEEP, NIMS, OSHA, Hazmat, Grants Management, First Responder, Communications, and other competency-based trainings. He has taught all of the Graduate School courses that lead to the Certificate in Grants Management and stays current on issues related to oversight and monitoring of contracts and grants.



HEALTH & SAFETY PROTOCOLS PITI-VITI ON-SITE TRAINING

For all on-site training in the insular areas, the Graduate School USA's Pacific and Virgin Islands Training Initiatives (PITI-VITI) works closely with local training hosts to ensure that participants, instructors, and training support staff enjoy a safe learning experience. Please review the following health and safety guidelines, and contact PITI-VITI at info@pitiviti.org with any questions.



Participation and Attendance

Participation in PITI-VITI courses is restricted to participants, instructors, and support staff only. Participants should not join a PITI-VITI training if unwell, and should immediately leave the training and seek medical care if you begin to feel unwell.

As a precondition of participation in PITI-VITI training sessions, each participant must:

- *Have not been diagnosed* with COVID-19 in the last 14 days;
- *Have not had symptoms* consistent with COVID-19 in the last 14 days;
- *Have not had close contact* with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days;
- Agree to not participate or to leave the classroom *if they feel unwell* or if any of these situations become known to them before or during any PITI-VITI training.



Protective Measures

The Graduate School USA follows well-established and evidence-based protective measures that are consistent with local regulations at the time of training in each location.





Physical Distancing

- Maintain physical distance as much as possible.
- Host offices will ensure facilities and spacing are in accordance with local rules.
- Greetings such as handshakes, embracing and similar activity is not consistent with physical distancing.
- Attendees are requested to minimize activity until seated in the training room, and once seated to remain in their seats.



Meeting Size

Class sizes may be limited to comply with current regulations within each jurisdiction.



Face Coverings

- Participants may be required by local regulations to wear a face covering while in the training room.
- Face coverings, if required, are to cover the mouth and nose.



Contact Precautions

- Hand-sanitizing is encouraged.
- No food or drink glassware will be provided in meeting rooms.



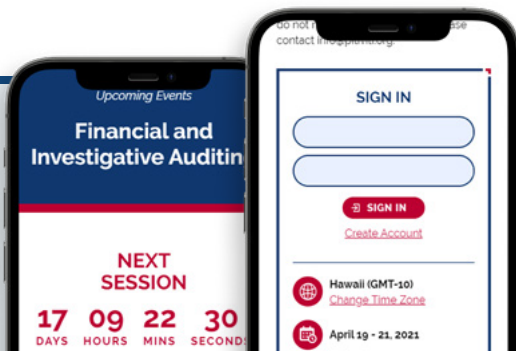
Cleaning

Host offices will ensure that training facilities are cleaned to the requirements in their jurisdiction. Attendees are encouraged to ensure their workspace is clean.



After the meeting

If you become unwell or are diagnosed with COVID-19 within 14 days following a PITI-VITI training, please contact PITI-VITI Administration through the confidential address info@pitiviti.org so we may notify participants that they are a potential close-contacts.



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learn.pitiviti.org

