



## COURSE DESCRIPTION

The Grants Management Skills course will focus on the use of communication, leadership, and teamwork skills for improved program outputs and outcomes. This course will be informative for administrative, finance, and program staff from organizations that are involved with grant implementation

Participants will be provided information about how to improve the acquisition process and avoid common grants management and financial management issues. Students will gain knowledge on how to find resources and learn about what is necessary to stay in compliance with managing grants. This course "builds" from each day to the next.

The structure of this course is 3-hour daily sessions over a three-day period.

## WHAT YOU WILL LEARN

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

- Understand the importance of communication for conflict management
- Use their leadership skills to improve the performance of projects
- Work well on a team for successful outcomes
- Be aware of the tasks that should be performed during the acquisition process.
- Implement effective strategies for managing your grant
- Identify and resolve common grants management issues

## WHO SHOULD ATTEND

This training is most relevant for staff who are involved in the programmatic and/or financial management of a grant.

## 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](mailto:info@pitiviti.org).

 **November 16-18, 2022**  
November 15-17, 2022,  
for American Samoa,  
Hawaii, and US Virgin  
Islands

 **9 CPE Credits**

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## COURSE DATE AND TIME

This course will take place on November 16-18, 2022 (Guam time). Specific training times for each jurisdiction are below:

	Palau	November 16-18, 2022	9:00 a.m. – 12:00 p.m.
	CNMI, Chuuk, Yap, Guam	November 16-18, 2022	10:00 a.m. – 1:00 p.m.
	Kosrae, Pohnpei	November 16-18, 2022	11:00 a.m. – 2:00 p.m.
	RMI	November 16-18, 2022	12:00 p.m. – 3:00 p.m.
	American Samoa	November 15-17, 2022	1:00 p.m. – 4:00 p.m.
	Hawaii	November 15-17, 2022	2:00 p.m. – 5:00 p.m.
	US Virgin Islands	November 15-17, 2022	8:00 p.m. – 11:00 p.m.

## INSTRUCTOR

### David Rykken

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.

