MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

NGO Management and Policy Development

Nonprofit Management & Leadership Specialization

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2729	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

This comprehensive course offered by **Magna Skills** equips participants with essential knowledge and practical skills for effective management of Non-Governmental Organizations (NGOs). The course emphasizes organizational leadership, governance, resource mobilization, strategic planning, and policy development tailored for the dynamic non-profit sector. Special focus is placed on aligning NGO operations with international best practices and local regulatory requirements to drive social impact, sustainability, and accountability.

By leveraging its deep expertise in capacity building across the NGO sector in Africa, **Magna Skills** ensures this course is practical, participatory, and relevant to the challenges faced by modern development organizations, donors, and civil society institutions.

Course Outcomes

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

  1. **Understand NGO Governance and Leadership Principles:**
     Gain insights into effective leadership, governance structures, and accountability mechanisms for NGOs.
  2.

Develop Practical NGO Policies:

Design and implement internal policies that enhance organizational integrity, transparency, and sustainability.

3. **Apply Strategic Planning Techniques:**

   Use modern strategic management tools to guide NGO mission delivery, impact assessment, and long-term growth.

4. **Master Resource Mobilization and Donor Relations:**

   Explore innovative fundraising strategies, donor engagement methods, and financial sustainability practices.

5. **Strengthen Program Implementation and Monitoring:**

   Apply best practices for program design, execution, monitoring, and evaluation to maximize organizational impact.

Course Outline / Curriculum

- 1. **Introduction to NGO Management & Magna Skills Approach**
     - Understanding the role of NGOs in social and economic development
     - The Magna Skills model for capacity building in NGOs
  2. **NGO Governance and Leadership**
     - Roles of Boards, Executive Directors, and stakeholders
     - Ethical leadership and decision-making frameworks
  3. **Strategic Planning for NGOs**
     - Vision, mission, and values development
     - Tools: SWOT, PESTLE, and Theory of Change
  4. **Policy Development in NGOs**
     - Essentials of drafting internal policies (HR, Finance, Procurement)
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- Policy compliance with national and donor requirements

5. **Resource Mobilization & Donor Engagement**
   - Identifying funding opportunities
   - Writing winning proposals and reports
   - Building and maintaining donor relationships
6. **Financial Management & Accountability in NGOs**
   - Budgeting, financial controls, and risk management
   - Reporting to stakeholders and maintaining financial integrity
7. **Program Design, Implementation & Evaluation**
   - Designing impactful projects
   - Monitoring and Evaluation (M&E) frameworks
   - Learning and adaptive management
8. **Stakeholder & Community Engagement**
   - Identifying key stakeholders
   - Participatory approaches to community involvement
9. **Advocacy, Policy Influence & Communication**
   - Policy advocacy strategies for NGOs
   - Effective communication and media relations
10. **Sustainability & Future Trends in NGO Management**
    - Building resilient NGOs for the future
    -

The role of technology, innovation, and partnerships

Target Audience

- Non-profit professionals who wish to progress to the next level in their career
- Professionals in other fields who are interested in transitioning to the non-profit sector
- Effective Capacity Building in Nonprofit Organizations

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Nonprofit Management & Leadership Specialization
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____