



Training & Consultancy

PO Box 430
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The Netherlands

Ede, 12 April 2005

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Subject: MDF Training Programme 2005

Dear Madam/Sir,

Please find enclosed our brochure with the MDF Training Programme for the year 2005.

MDF-Training & Consultancy is a worldwide operating management training and consultancy firm. MDF provides courses, workshops and consulting services for individuals and organisations. These are designed to strengthen the managerial and organisational capacity required to perform more effectively and efficiently. Programmes are designed specifically for staff of organisations involved in development activities.

The courses as offered in the brochure, reflect all our areas of expertise: Objective Oriented Project Planning, Project Cycle Management, Institutional Development, Organisational Analysis, Organisational Strengthening, Procurement & Tendering, Human Resources Management, Training Techniques, Monitoring, Evaluation, Project Appraisal, Project Finance and Personal skills like intercultural communication, negotiating, chairing meetings, computer skills, leadership and making presentations.

This year we introduce a number of new courses which relate to the latest aid modalities, such as sector wide approach programmes and budget support, and recent trends in development cooperation, such as climate change and mainstreaming environmental aspects.

In this brochure, you find descriptions of all courses, a course calendar and on the last page a registration form and contact details. If questions remain, please do not hesitate to contact us.

More copies of this brochure can be ordered on our website www.mdf.nl. There you can also inform us if you are not interested in receiving this brochure again or if the person addressed is no longer working for your organisation. On our website you can also find more information about our tailor-made courses and consultancy services.

If you would like to receive MDF updates, news about new courses or special events and courses, please let us know by sending us your e-mail address.

We hope we may welcome you in Ede,

Best regards,

Herman Snelder and Hans Rijneveld
Managing Directors of MDF

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