

NOTICE

About enrolling the training course “Project Financial Management”

Pursuant to the regulations of Social Development Training Center (SDTC) owned by Ton Duc Thang University

Pursuant to the Planning No. 06 /KH-SDTC about opening training courses in the third and fourth quarter of 2010 of SDTC dated July 30th 2010; With the consent of Ton Duc Thang University, SDTC is going to organize the training course “*Project Financial Management*” with the following information:

❖ **AIM AND OBJECTIVES:**

After the training course, participants are able to:

- Identify the measures to help manage project budgets effectively;
- Plan a project budget practically and feasibly; develop an expenditure plan suitable with project implementation plan;
- Implement the expenditure under prompt frame-time and with correct principles, efficiency and transparency;
- Practice dealing with difficult situations in the project financial management through case studies;
- Successfully apply the skills to guide and advise stakeholders on financial management.

Time : 18 – 20/10/2010

- Morning : 08h00 – 11h30
 - Afternoon : 13h30 – 17h00

Place : Ton Duc Thang University, HCMC

Trainer: MA. Le Ngoc Hai

Language: Vietnamese

❖ **TARGET PARTICIPANTS**

The training course is designed for project officers, local partners, accountants or financial managers in area of social development project.

❖ **SCHEDULE & CONTENTS:**

DATE	MORNING SHIFT	AFTERNOON SHIFT
Date 1	Opening - Concepts of development project - Concepts of development project management	Concepts of planning development project (including financial planning) - Concepts of Financial Management - Resource Management - Risk Management - Strategic Management - Management by Objectives

Date 2	Financial Management (cont.) - Main contents of financial management.	- The implementation process - The forms used - Report
Date 3	- Trainees' practices - Analyze and evaluate trainees' tasks	- Q & A sessions - Closing

❖ **LEGALITY:** Participants will be offered a **certificate provided by Ton Duc Thang University** if they successfully finish an examination at the end of each course.

❖ **TUITIONS:**

- **19 USD / day** (including study materials, tea-break).
- Certificate costs: **5,5 USD** (In case participants take an unsuccessful examination or absence, they will be provided a certificate of attendance by Social Development Training Center since SDTC will not refund this costs).

❖ **TRAINER'S INFORMATION:** expert LE NGOC HAI

- MA. Le Ngoc Hai has over 12 experience years working with local and international NGOs such as UNICEF Vietnam, UNAIDS Vietnam, British Columbia Centre for Disease Control Canada (BCCDC), World Vision Australia... and expertise in such various fields as project management, project strategic planning, consultancy on policy and strategic development, behavior change communication, participatory training and research...
- In addition, MA. Le Ngoc Hai has been teaching at HCMC Medical Professional Training University, HCMC Open University... With much practical experience and by active training method, participants enable to satisfy with their acquired knowledge after the course.

❖ **TRAINING APPROACH:** Active learning method (learner-centered training approach, case studies, group discussion, brain storming, individual & group exercises, role play, etc.) will be used throughout the training course.

❖ **FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT**

- **Mr. Bao – 093 797 5445 or Ms. Quyen – 0903 111 284**
- Ton Duc Thang University, R. 604, 98 Ngo Tat To St., Ward 19, Binh Thanh Dist., HCMC
- Tel: (08) 2242 6789 – Fax: (08) 3840 4894
- Email: sdtc@tdt.edu.vn or trungbao2011@gmail.com – Website: <http://sdtc.tdt.edu.vn>
- **Deadline for registration: 12/10/2010**

DIRECTOR

(has signed)

MA. Tang Huu Tan