

Course Programme 2008



Welcome to the NGO Management School Switzerland

Managing and leading an NGO is becoming increasingly complex and sophisticated. More and more NGOs are coming to realize that a widening range of knowledge, skills and strategies are necessary to achieve results, to enhance their impact and to remain effective in the work they do. The NGO Management School (NMS) provides training for professional and effective NGO management. Together with local partner organisations, we bring management courses nearby to you and make training easily available to NGOs and other civil society organizations.

The focus of our training courses is on gaining a thorough understanding of key concepts of NGO management, sharpening practical skills and developing strategies that you can immediately use in your work. We address real-life problems in a participatory and interactive learning environment to help you enhancing your management capacity.

NMS assists your organisation in management capacity building and in strengthening organisational efficiency. We provide managers and leaders with what is needed to achieve their organisation's objectives and to look beyond to contribute actively in developing new approaches for the communities they serve. NMS is a non-profit institution founded by the NGO Management Group based in the Geneva area in Switzerland.

Courses

All courses are based on results based management. The following courses are now available:

Essentials of NGO Management (5 days)

How to manage and lead an NGO

Project Proposals for Results (3 days)

How to prepare and successfully present a project proposal

Financial Management for Non-Finance Executives (3 days) - How to manage financial resources effectively and efficiently

Community Stakeholder Engagement (5 days)
How to develop a stakeholder capacity building agenda

Monitoring and Evaluation (5 days)
How to prepare and successfully implement a monitoring and evaluation plan

Strategic Planning (4 days)
How to create and put into practice successfully a strategic plan for an organisation

Working successfully in a Team (2 days)
How to contribute towards achieving the aims of your team

Building and Leading Effective Teams (2 days)
Knowledge and skills for high impact leadership

Essentials of Human Resource Management (5 days) - How to lay the foundation for a solid approach in Human Resources

Project Planning and Management with Logical Framework Approach (3 days)
How to design, present and monitor projects with the help of a simple and concise table

Effective Programme Disengagement (2 days)
Achieving programme and project sustainability.

To receive email notification about new courses, please subscribe to the NGO Management School News, see www.ngoms.org.

Benefits for Participants

As a participant to a NMS course, you benefit from the following advantages:

- Courses are for practitioners and help you to move forward in your job and in your career
- Participants develop an individual project during each training course
- Each participant obtains an individual consultation with the trainer
- Courses take place nearby
- Course fees are fair.

Learning Methods

The training consists of structured learning exercises, case-studies and games. The NGO Management School uses customized learning materials to facilitate a smooth and fast-track approach to learning and to achieve the course objectives. We favour a participatory approach and a high level of interaction among participants and trainers. Trainers and participants share experiences, good practices and lessons learned to enhance learning opportunities. Courses are process-oriented and favour the development of innovative approaches to solve problems. Trainers help participants to develop their capacity for self-reliance. Participants can develop an individual project during each of the training courses. You can choose among the subjects taught in a course relevant to your own work. Participants help each other to develop their projects during working group meetings

Each participant receives an individual consultation from the trainer during or after the course on how to further develop and improve a project developed during the course, or on another subject selected by the participant.

Our Trainers

NMS trainers are qualified professionals with extensive training and working experience in conducting courses for NGOs in countries in the South and in the North. They have worked themselves in NGOs in management and leadership positions, thus they know NGOs from the inside. Several NMS trainers also have served as advisors and consultants to senior executives of NGOs, to donor organisations and government agencies working with NGOs. NMS trainers thus know what is needed to succeed and what are the challenges both from the NGO's and the donors' perspective. Our trainers have conducted courses for NMS and on behalf of other organisations for participants of the following organisations:

- American Red Cross
- Asian Development Bank
- Australian Red Cross
- Bread for the World (Germany)
- Canada Fund
- Care International
- Federation of Red Cross and Red Crescent Societies

- GTZ (Germany)
- Helvetas (Switzerland)
- International Committee of the Red Cross
- Japan International Cooperation Agency (JICA)
- Japan Social Development Fund
- Misereor (Germany)
- Norwegian Mission Alliance
- UN Population Fund (UNFPA)
- USAID
- World Bank.

Fees for Public Courses

Fees cover tuition, training materials and handouts, lunch, refreshments and a course certificate. NMS's non-OECD and OECD fees apply as follows:

1. Non-OECD fees apply for participants from countries in Asia, Africa, Latin America and Eastern Europe.

2. OECD fees apply for participants from OECD countries in Europe and North America; in Australia, Japan and New Zealand, and/or for all participants working for an international organisation with annual revenue of more than EUR 5 mio, or USD 7.5 mio.

Course fees				
	Non-OECD fee		OECD fee	
Course duration	EUR	USD*	EUR	USD*
1 day	170	250	240	350
2 days	340	500	480	700
3 days	510	750	720	1050
4 days	680	1000	960	1400
5 days	850	1250	1200	1750

* The course fee is calculated in Euro. The fee in USD is subject to change in accordance with the fluctuations of the exchange rate.

Course fees are calculated separately for each course, thus lower or higher fees may apply, depending on travel costs for the trainers to the course location and other costs.

For in-house courses and training needs assessments, please send us an email for more information.

Further Information

For further information, please visit the NMS website at www.ngoms.org, contact us by email at courses@ngomanager.org, or by phone at +41.22534.96.84.