

Course Programme



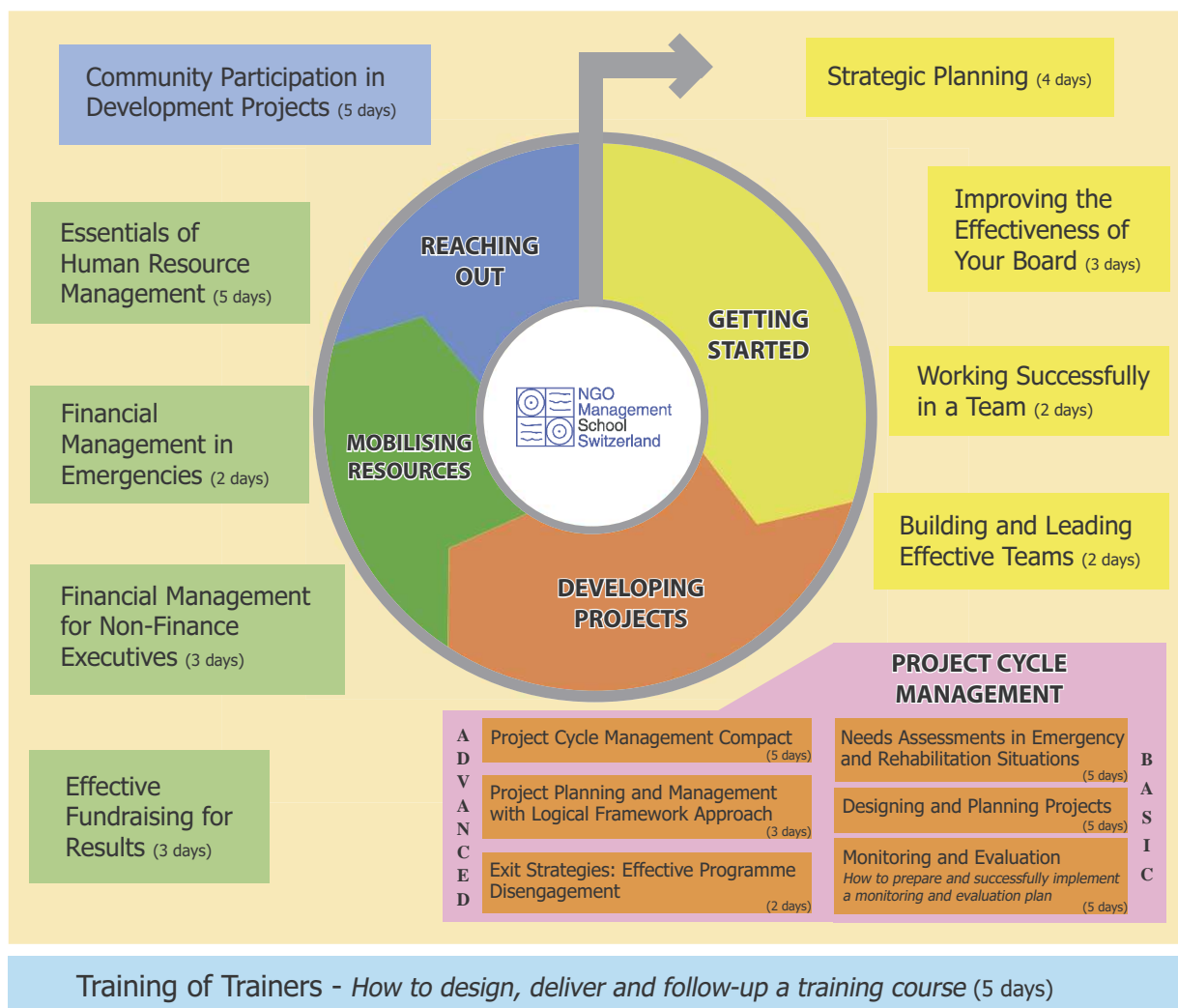
Welcome to the NGO Management School!

Managing and leading an NGO is becoming increasingly complex and sophisticated. More and more organisations realise 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 is a non-profit institution which provides training specifically created for professional and effective NGO management.

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 participants can immediately use in their work, right after the course.

Course Programme

Basic course: Essentials of NGO Management - *How to manage and lead an NGO* (5 days)
This course is a general introduction and covers key subjects of NGO management



GETTING STARTED

Strategic Planning (4 days)

How to create and put into practice successfully a strategic plan for an organisation

Strategic planning helps an organisation to formulate a strategy, how to best achieve its goals and how to define an operational plan to get there. It looks into the future and provides direction for the entire organisation.

Improving the Effectiveness of Your Board (3 days)

Essentials of Nonprofit Governance and Board Relations

Effective governance is essential to the long-term success of an organisation. In the NGO sector (as in other sectors) stakeholders are becoming more demanding in terms of what they expect. Donors want to be sure that their money is going to a well-governed and accountable organisation.

Working Successfully in a Team (2 days)

How to contribute towards achieving the aims of your team

Teamwork is essential for the success of any organisation. In effective teams, members develop synergies, meaning that their cooperation leads to an added value for the team which is greater than the combined individual output.

Building and Leading Effective Teams (2 days)

Knowledge and Skills for High Impact Leadership

For successful leadership, the team leader should lead by example, with enthusiasm and inspiration, recognizing member accomplishments, coaching and helping members in solving problems. To achieve the team's objectives, the team leader needs to focus on the team members, their creative ideas and input.



DEVELOPING PROJECTS

- B** Needs Assessments in Emergency and Rehabilitation Situations (5 days)
Strategies, techniques and tools to prepare and conduct a needs assessment
- A**
- S** Designing and Planning Projects (5 days)
Mastering fundamental project design skills
- I**
- C** Monitoring and Evaluation (5 days)
How to prepare and successfully implement a monitoring and evaluation plan

These courses provide comprehensive training for beginners. They will equip you with the essential skills, tools and good practices from the field to successfully manage projects in development cooperation and humanitarian work. All courses follow a participatory approach based on case studies, with many exercises and facilitated discussions.

Upon completion of these three courses, participants obtain a Certificate in Project Cycle Management. Each course can also be taken individually as a stand-alone course, which leads to a course certificate.

- A** Project Cycle Management Compact (5 days)
Fast-track project management for practitioners
- D**
- V** Project Planning and Management with Logical Framework Approach (3 days)
How to design, present and monitor projects with the help of a concise and simple table
- A**
- N**
- C**
- E** Exit Strategies: Effective Programme Disengagement (2 days)
Achieving programme and project sustainability
- D**

These advanced courses are for persons with at least one year of active work in project management. The focus on all advanced courses is on reviewing, discussing and solving problematic issues, including subjects brought up by the participants.

MOBILISING RESOURCES

Effective Fundraising for Results (3 days)

How to raise funds for NGO activities

Competition among NGOs in the acquisition of donor funding is very strong. In order to face the donors' expectations, the fundraisers have to improve and professionalize their work. This course is designed to give you practical and appropriate tools to raise funds successfully in favour of your organisation's activities.

Financial Management for Non-Finance Executives (3 days)

How to manage financial resources effectively and efficiently

The course is aimed at equipping NGO leaders, managers, and board members with the knowledge and skills to effectively and efficiently manage the financial resources of an NGO towards self sufficiency.

Financial Management in Emergencies (2 days)

Managing and mitigating financial risk in the first critical weeks of a response

The aim of the course is to ensure that financial resources are used effectively to save lives and reduce human suffering in emergencies. The course will help participants to identify, manage and mitigate the major potential financial risks during the first weeks of an emergency.

Essentials of Human Resource Management (5 days)

How to lay the foundation for a solid approach in Human Resources

People are an organisation's most important resource and asset. Effective management of individuals and the workforce is crucial to attain the organisational goals. This course for practitioners provides a comprehensive and solid foundation in human resource management.

REACHING OUT

Community Participation in Development Projects (5 days)

Enabling communities to participate effectively in development work

Participatory development is the most important approach towards enabling communities to help themselves and sustain efforts in development work.



TRAINERS

Our trainers are senior professionals with extensive experience in conducting courses for NGOs in countries in the South and in the North. They have worked in NGO management and leadership positions for many years. Our trainers have served as advisors and consultants to donor organisations and government agencies working with NGOs. They know what is needed to succeed and what are the challenges both from the NGO's and the donors' perspective.

COURSE LOCATION

All courses are conducted in training or conference centers in Geneva. Please visit our website for courses conducted abroad.

LANGUAGE

Courses are in English, most are also available in French. Please enquire for other languages.

IN-HOUSE COURSES

All courses can be customised for use as in-house courses.

COURSE CERTIFICATE

Participants obtain a certificate after each course. The three 5-day basic courses in Project Cycle Management lead to a Certificate in Project Cycle Management.

COURSE FEES

Course fees for OECD and Non-OECD participants are available on our website.

ABOUT US

The NGO Management School offers non-profit organisations needed and affordable education, training and support in individual and organisational capacity development. The NGO Management School aims at providing NGO leaders and staff the knowledge, skills and strategies to be creative and solution-oriented to take effective action for the benefit of the communities or cause they serve and to successfully accomplish their missions.

The NGO Management School is a department of the NGO Management Association, an independent non-profit organisation registered as NGO in Switzerland and based in the Geneva area (Reg. No. CH-550-1055048-2).

QUESTIONS

Please contact us if you have any questions.



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