



« HUMANITARIAN PROGRAMME MANAGER » (HPM) – TRAINING PROGRAMME

MANAGING PEOPLE & ORGANISATIONS

- + Dates Sept. 24 - Oct. 12 2012 _ LYON _ 2000€
- + Application submission deadline 8/24/2012

All updates of our training offer (new dates and subjects, number of places available...) can be found on our website: www.bioforce.asso.fr, tab "Formations en Solidarité", then "Formations courtes in English"

+ Focus

You wish to strengthen, adapt or update a specific area of a key competency.

The training sessions in this catalogue focus on the key competencies of international aid work: knowledge of the international aid sector and pre-departure preparation, human resources, training of trainers, finance and donors, project management, safety and security, technical logistics and supply chain. This new system is added to help you choose the most appropriate session according to your objective.

TRAINING OBJECTIVE

To enable participants to choose and apply appropriate tools to manage themselves, other people, and organisations involved in humanitarian programmes : HR processes, HR organisation, recruitment, performance management, staff development, quality and accountability in people management, leadership, management and delegation, strengthening organisational capacity, change management, managing team safety and security, creating and developing trust in diverse teams.

- + Demonstrate an understanding and awareness of the core management and leadership behaviours required of a humanitarian professional, and how they can be applied
- + Recognise the quality and accountability initiatives that relate to people management in the humanitarian sector (including the People In Aid Code of Good Practice)
- + Demonstrate an understanding and awareness of the challenges in terms of human resources in the aid sector
- + Demonstrate an understanding and awareness of the human resources initiatives in terms of quality and accountability
- + Explain how to develop trust between manager and team, between team members, with partners and with affected populations
- + Put in place a recruitment and work organisation process
- + Define a competency framework
- + Put in place a managing performance and staff development policy
- + Demonstrate an understanding and awareness of the techniques and concepts of personal management skills
- + Set S.M.A.R.T. performance/conduct based objectives for staff
- + Identify actions and management styles which influence performance
- + Deal with difficult situations and improve the effectiveness of meetings
- + Define priorities, plan and implement identified actions
- + Distinguish positive tension from conflict
- + Define strategy and ways to regulate tension and to handle conflict
- + Assess a conflictual situation and know which tools to use
- + Conduct an organizational capacity assessment
- + Develop an effective strategy and program for strengthening organizational capacity
- + Apply some methods to strengthen organizational capacity
- + Explain the need to be 'change ready'
- + Create change driver statements
- + Distinguish between two types of change
- + Understand people's emotional responses to change
- + Take action to handle challenges to change
- + Describe the 8 steps to a successful change process
- + Identify major security trends, attitudes, tools and practices for different organisations involved in humanitarian contexts.
- + Distinguish relevant security tools and prevention means for a defined project / team in a precise humanitarian context, identify stress factors and symptoms, tools and methods to deal with stress

- + Understand the safety & security tools management: risk analysis, security & evacuation plans and analysis, rules and procedures, in order to limit the risks and maintain the possibility to continue to perform humanitarian activities

KEYWORDS

HUMAN RESOURCES | MANAGEMENT | RECRUITMENT | PERFORMANCE | EVALUATION | DEVELOPMENT | COMMUNICATION | LEADERSHIP | CAPACITY BUILDING | ACTIVE LISTENING | SMARTERS | STRESS | SAFETY | SECURITY | INTERCULTURAL | TRUST

AUDIENCE

In-service and aspiring aid workers from international and national aid organisations

PREREQUISITES

MANDATORY

Previous experience in project or programme management

NUMBER OF PARTICIPANTS

Groups may vary according to the type of session and training (case studies, group work, etc).
If there is an insufficient number of a registration, Bioforce reserves the right to cancel the training session (in which case, the persons registered will be fully reimbursed).

TRAINING METHODOLOGY

- + Guided discussions.
- + Case study review
- + Class discussions
- + Lectures
- + Group work

DURING THE TRAINING SESSION

If the training takes place in Lyon, you may access our documentation centre and have access to the following resources: books, magazines, television broadcasts, language learning software, mission reports of previous Bioforce students, as well as a room with free Internet access.

AFTER THE TRAINING

You will receive a CD-ROM including the training contents used during the session and the email contacts of participants and trainers, as well as a Certificate of Attendance (issued on the condition of being present throughout the training).

TENTATIVE PROGRAMME SCHEDULE

WEEK 1	MONDAY ¹	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHEDULE	8H30: Reception of Participants				
	9h00-12h30 & 13h30-17h00: Introduction To Human Resources Management In The Aid Sector	9h00-12h30 & 13h30-17h00: Strengthening Organisationnal Capacity	9h00-12h30 & 13h30-17h00: Strengthening Organisationnal Capacity	9h00-12h30 & 13h30-17h00: Strengthening Organisationnal Capacity	9h00-12h30 & 13h30-17h00: Human Resources Processes And Tools
	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>
	17h00-17h30: Presentation of Bioforce			17h00 -18h00: 1st monitoring meeting	
TRAINER	People In Aid Emmanuelle Lacroix	Chloë Longmore	Chloë Longmore	Chloë Longmore	Cécile de Calan
¹ _ The training begins at 9h00, please be sure to arrive at Bioforce at 8h30 on Monday for the reception.					
WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHEDULE	9h00-12h30 & 13h30-17h00: Human Resources Processes And Tools	9h00-12h30 & 13h30-17h00: Human Resources Processes And Tools	9h00-12h30 & 13h30-17h00: Human Resources Processes And Tools	9h00-12h30 & 13h30-17h00: Managing people	9h00-12h30 & 13h30-17h00: Managing people
	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>	12h30-13h30: <i>LUNCH BREAK</i>
				17h00 -18h00: 2nd monitoring meeting	
TRAINER	Cécile de Calan	Cécile de Calan	Cécile de Calan	Robert Good	Robert Good

WEEK 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHEDULE	9h00-12h30 & 13h30-17h00: Managing people	9h00-12h30 & 13h30-17h00: Field exercise: Managing team safety and security	9h00-12h30 & 13h30-17h00: Field exercise: Managing team safety and security	9h00-12h30 : Field exercise: Managing team safety and security	9h00-11h00 MPO Exam
	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>
				Personal study time	11h00-13h00: Final evaluation & Lessons learned
TRAINER	Robert Good	Sebastien Girault	Sebastien Girault	Sebastien Girault	Catherine Violland

² _ The training ends on Friday at 13h00. Please be sure to schedule your transportation arrangements accordingly.

TO REGISTER TO THIS SHORT TRAINING

REMEMBER: The Application Submission Deadline is set 1 month prior to the start of the training.

+ APPLICATION SUBMISSION

- Download the application form from our website www.bioforce.asso.fr, under the tab “Formations en Solidarité,” then “Formations Courtes in English”.
- Fill-out the electronic version of the 2012 application form.
- Send your completed Application form along with your CV to: session@institutbioforce.fr

Thank you for filling an application for each session asked.

+ SELECTION PROCESS

Submitted applications will be examined by Bioforce staff based on completed application package, pre-requisites, expectations for the training, etc.

We will inform you that we have received all of the above.

You will receive a validation mail for your pre-registration 10 days after your application.

+ PAYMENT

In order to secure your place in the training, you will have to:

- Send a 25% deposit or a financial support certificate within 1 month after your application validation.
- Send the rest of the payment 1 month prior to the start of the training. You will receive a reminder at this moment.

+ REGISTRATION

Upon receipt of payment, we will confirm your registration by email.

A few weeks prior to the start of the training we will email you a Letter of Convocation with all necessary information, including the training schedule and other practical details.