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## HQ Security Management Course

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- Aim:** The HQ Security Management Course enables you to improve your organisational security management. You learn how to develop and maintain a security management framework and policies. You can develop or improve your organisation's monitoring and decision making processes. You will engage in discussions on essential organisational security management issues, with special attention for vital issues such as crisis management, stress management and legal aspects.
- Method:** Strong emphasis on needs assessment and distant coaching and feedback. Interaction and knowledge sharing are an integrated part of the training. All information is handled discreetly.
- Participants:** NGO managers and staff, responsible for developing, implementing and monitoring organisational security management
- Duration:** 3 days
- Location:** Boston, United States
- Language:** English
- Costs:** \$1,590.- / \$1,440.- for InterAction and INSSA-members. Includes all training resources, lunch and refreshments (VAT not applicable).
- Dates:** 15-17 November 2012

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"It's a dangerous business going out your front door."

J.R.R. Tolkien (1892-1973)

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## Course outline

### Day 1

09.30 - 10.00	Introduction
10.00 - 13.00	Security Management Lunch
14.00 - 17.00	Security Management

### Day 2

09.00 - 13.00	Legal Aspects of Security Lunch
14.00 - 17.00	Stress and Trauma

### Day 3

09.00 - 13.00	Crisis Management Lunch
14.00 - 17.00	Reflection, Action Planning and Evaluation

## Legal Aspects of Security and International Humanitarian Law

As an employer you have a duty of care. But what is this duty exactly and how can you make sure you have done what the law required you to do? This module introduces legal structures and links them to the reality of staff working in the field.

At the end of this module, participants will be able to:

- Understand the legal structure of liability and the meaning of duty of care for employers
- Assess your security policy from a legal perspective
- Understand the importance of effective communication and implementation

## Security Management

During this module, you will gain insight in the latest trends relating to security and humanitarian and development activities. The security management framework is introduced. This framework gives you, in a systematic way, insight how security management at HQ level can be arranged.

At the end of this module, participants will be able to:

- Understand global security trends and organisational vulnerabilities
- Identify the elements of an organisational security management framework and policies
- Determine the influence of your organisational vision, mandate and mission on security
- Assess your level of responsibility as well as the current state of security management and decision making processes within your organisation
- Evaluate your organisation's ability in the effective continuation of operations under (potentially) insecure conditions
- Further develop relevant and proportional security management policies and protocols
- Effectively monitor your security (systems) on a day to day basis
- Set a personal goal to improve your policies, plans and procedures
- Receive feedback from their trainer concerning these goals

## Stress & Trauma

Sometimes your staff is confronted with serious incidents while travelling or working overseas. As a manager you should be able to support your staff in a structured way. In this module an expert will provide insight in stress and trauma and how to develop a relevant policy.

At the end of this module, participants will be able to:

- Identify the mental and psychological risks for your organisation and staff when dealing with stress or critical incidents
- Understand and manage the assimilation process after critical incidents and the prevention of disorders and absenteeism in the long term
- Assess possible solutions or efficient ways of dealing with these problems when they occur
- Develop or enhance stress and trauma SOPs or other procedures within your organisation

## Crisis Management

More and more NGOs are faced with organisational crises while working abroad. This can be a kidnap situation, but also a pandemic in the area where your organisation operates. This module will focus on managing a crisis.

At the end of this module, participants will be able to:

- Define which incidents are seen as a crisis within their organisation
- Identify the different roles and responsibilities within a crisis management team
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## Reflection, Action Planning and Evaluation

Before and during the course, you are asked to review your own organisational security policies, plans and procedures. You are asked to set personal goals to improve security management within your organisation. At the end of the course you will reflect on how all modules fit together and there will be time for action planning.

## Do you want to apply for this course?

Please use [this link](#) to apply for the HQ Security Management Course.

## More information?

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