Overview

This comprehensive introductory course provides you with core knowledge, practical skills and the tools to manage and lead a non-profit organisation effectively. Each module is presented by experienced specialists with both field and headquarter experience.

Participants first learn about the history and principal types of development cooperation and humanitarian aid, the main actors involved and their different approaches to development. Participants then discuss the perspectives and challenges of sustainable development. Day two focuses on the strategic management of non-profit organisations, including an introduction to strategic and operational planning.

Day three is dedicated to fostering good communication, skillful leadership and professional human resource management. Day four is an introduction on how to prepare successful fundraising approaches and grant proposals.

On day five, the focus is on Results-Based Management, which is the dominant management approach of most organisations and donors, and on the project cycle. Participants learn the basics of how to make a needs assessment, how to design and plan a project, and how to assess whether the project is on track and what is has achieved.

Training Methodology

This course includes short lectures, practical exercises, group work on case studies and facilitated discussions.

Participants

This course will benefit in particular:

- Newly appointed directors
- Project and programme managers
- Team leaders
- Newcomers to the non-profit sector
- Consultants who carry out assignments for NGOs

Learning Outcomes

Participants will understand the importance of strategic planning and organisational development in the context of the development sector and practice skills for its successful implementation.

After this course, participants will be able to:

- Become familiar with the history of development cooperation and humanitarian aid, learn about current international trends and challenges
- Describe the principal types and instruments in international development cooperation
- Understand the role and challenges of NGOs vis-à-vis the development concerns of the community
- Understand why strategy is important to the success of an NGO
- Learn what is involved in strategic planning
- Understand how to translate a strategic plan into an operational plan
- Learn the basics of how to develop and lead a team and how to resolve conflicts
- Gain insight into key criteria for successful human resource management
- Become familiar with the principles of good communication and negotiations
- Understand how to select marketing tools for fundraising
- Describe the different criteria of donor agencies in supporting a project
- Learn how to structure and prepare a grant proposal
- Become familiar with Results-Based Management
- Learn the basics of project management: How to make a needs assessment, how to design and plan a project, and how to integrate monitoring into the project plan
- Learn about the process of internal assessments and about the use of and main criteria for external evaluations

Practical info

- Language: English
- Duration: 5 days, 8h45 - 17h
- Location: NGO Management School, Geneva, Switzerland

Individual Consultation

Participants can ask for individual consultation during or after the training.