

**HUMAN RESOURCE MANAGEMENT**

**FINANCIAL MANAGEMENT**

**ORGANISATIONAL RELEVANCE**

**ORGANISATIONAL RESOURCES**

**POST-COURSE COACHING**

**IN-HOUSE**

**PROJECT CYCLE MANAGEMENT**

**ONLINE**

**COMMUNICATION & ADVOCACY**

**ORGANISATIONAL SUSTAINABILITY**

**STRATEGY**

**PROGRAMME PERFORMANCE & IMPACT**

**CROSS-CUTTING COURSES**

**RESOURCE MOBILISATION**

**LEADERSHIP**

**NGO MANAGEMENT**

*Course Catalogue*  
*2018*

## New: Online Courses

Strategic Management	40 hours
Essentials of Financial Management	40 hours
Needs Assessment for Projects and Programmes	40 hours
Advocacy for Social Change	40 hours
Accessing Funding from the European Union	40 hours

## Organisational Relevance

### Strategy

Certificate in Strategic Management (3 CSM Modules)	11 days
Certificate in Strategic Advocacy and Management for Social Change (3 CSAMSC Modules; with Facilitation Resource)	11 days
Strategic Analysis & Decision-Making (CSM 1 & CSAMSC 1)	3 days
Strategy Formulation & Implementation Planning (CSM 2)	4 days
Organisational Self-Assessment	2 days
Theory of Change	2 days
Outcome Mapping (CSAMSC 3)	4 days
Strategic Options Development & Analysis	2 days
Strategic Management Compact	5 days

### Leadership

Leadership & Management Development	3 & 5 days
Effective Facilitation	3 & 5 days
Building & Leading Teams	2 days
Effective Time Management	1 & 2 days

## Programme Performance & Impact

### Project Cycle Management

Certificate in Project Cycle Management (3 CPCM Modules)*	13 days
Needs Assessment (CPCM 1)	5 days
Planning, Programming & Monitoring Projects (CPCM 2)	5 days
Evaluating Projects (CPCM 3)	3 days
Community Participation	5 days
Exit Strategies: Effective Programme Disengagement	3 days
Results-Based Management	1 day
Project Cycle Management Compact	5 days

## Organisational Sustainability

### Resource Mobilisation

Effective Fundraising for Results	3 days
Learning Alliance Workshop - Building Knowledge Across Borders (with LearningAlliance)	2 days
Managing Organisational Change (CSM 3)	4 days

## Cross-cutting Courses

### NGO Management

Certificate in Advanced Studies (CAS) in Strategic Development & Management of Humanitarian Action (15 ECTS Credits in conjunction with CERAH, Univ. of Geneva)	35 days
Executive Certificate in Humanitarian Action (6 Modules)	18 days
Executive Certificate in NGO Management (9 Modules)	30 days
Essentials of NGO Management	5 days

## Organisational Resources

### Human Resources Management

Essentials of Human Resource Management*	5 days
Essentials of Recruitment	2 days
Training Needs Assessment	3 days
Working Successfully in a Team	2 days
Coaching for Performance	2 days
Mobilising Human Resources: Volunteer & Intern Management	3 days
Training of Trainers	5 days

### Financial Management

Essentials of Financial Management & Communication	5 days
Effective Financial Communication for Finance Practitioners	3 days
Financial Management in Emergencies	2 days

### Advocacy & Communication

Strategic Communication for Non-profit Organisations	3 days
Strategic Advocacy for Social Change (CSAMSC 2, with FacilitationResource)	4 days
Optimizing Advocacy – Course for managers and practitioners (with FacilitationResource)	5 days
Advocacy Retreat (with FacilitationResource)	2 days
Effective & Creative Report Writing	1 day

### POST-COURSE ACCOMPANIMENT (OPTIONAL)

Training benefits increase with post-course coaching, which ensures that new skills and knowledge can be fully embedded in professional practice. Individual post-course coaching is tailored to the needs of the course participant. The trainer provides coaching by phone or Skype, in one or multiple sessions. The time allocation after a course typically ranges from a minimum of 45 min to three hours for each participant.



[www.learningalliance.ch](http://www.learningalliance.ch)

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