

## Welcome to the NGO Management Association

NGOs and other non-profit organisations face increasing pressure for cost-effectiveness, efficiency and accountability and to manage resources professionally. The NGO Management Association was launched in 2001 to answer these needs.

Better performing NGOs get better results for their beneficiaries and clients, and ultimately, a stronger and more effective civil society, which is capable of tackling and solving societal problems, contribute to the eradication of poverty and to promote and protect human rights.



### *Mission Statement*

The NGO Management Association helps to achieve this by:

- Assisting non-profit organisations in developing sustainable management capacity
- Providing easily accessible training, organisational development and learning opportunities to improve their overall performance.





## Knowledge, Skills and Strategies for Non-Profit Professionals

### Aim

The aim of the association is to provide non-profit organisations in the North and South with:

- Easy access to management tools
- Affordable management training
- Quality advice on improving organisational effectiveness and efficiency
- Communities of practice as opportunities for learning and exchange
- Support in job services

### Outcomes

- Individuals have transferable management and leadership knowledge and skills
- NGOs deliver better results through improved performance
- The community of NGOs and their partners have learning and sharing opportunities



## Training of Tomorrow's Leaders: NGO Management School

### Course programme

The school proposes a range of public and in-house training courses:

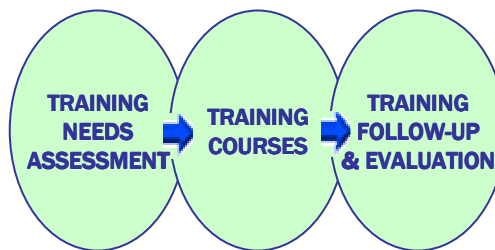
- **Public Courses** in different areas of non-profit management, from 2 to 7 days
- **Tailored in-house courses** based on identified needs and priorities emerging from an organisational needs assessment
- **Executive Certificate in Non-Profit Management**, 9 modules of 3 days each

The NGO Management School's quality measures for its course programme are based on the eduQua certification, the Swiss quality label for adult continuing education. The NGO Management School obtained certification in 2011.



Schweizerisches Qualitätszertifikat für Weiterbildungsinstitutionen  
Certificat suisse de qualité pour les institutions de formation continue  
Certificato svizzero di qualità per istituzioni di formazione continua

### Development of training programmes



### Our trainers

Our trainers are training professionals with extensive training experience for NGOs in the South and in the North. They have all previously worked as leaders and managers of international NGO themselves. They know NGOs from the inside.

### Main partners



The NGO Management School is a department of the NGO Management Association, Switzerland.



## Improving Organisational Effectiveness

To improve the management and organizational capacity of organizations, a wide range of organizational needs assessments is offered. The scope and depth of each organizational assessment is based on discussions with an organisation concerning its requirements and priorities. The assessments draw on both international and local expertise and a wide range of tools as appropriate to the requirements of each individual case. These assessments can range from:

- Visioning (governance and management levels)
- Strategic Planning (management and organisational levels)

- Operational Planning (implementation of strategic plans, including issues such as organizational capacity and structuring, and risk management)
- Implementation (including programme and project management)
- Performance Management (including issues such as monitoring and evaluation, knowledge management and organizational learning)

Recommendations examine both training and non-training solutions and lead to a practical plan of action.

## Fostering Communities of Practice: NGO Management Forum

The NGO Management Forum offers managers the opportunity to come together in thematic networks on a regular basis to discuss issues affecting them.

Network members meet 4 times per year in one-day meetings in Geneva and continue the debate on an online forum between meetings, thus maximising the opportunity to share good practice and lessons learned and investigate new approaches.



Launched in Geneva in November 2010, the Finance Managers Network responds to the needs of finance practitioners of non-profit organisations.

## Job Service

Ready to take the next step in your career? Looking for experienced professionals as managers and leaders for your NGO?



The NGO Manager Job Service puts employers in contact with job seekers. It's very easy to use. And it's free!

## Key Resources: E-Library

The NGO Manager E-Library is a source for online information on management tools with more than 600 selected references and articles which are available online and free of charge!



## INTERNATIONAL ORGANISATIONS FOR WHICH WE CONDUCTED TRAINING OR ORGANISATIONAL DEVELOPMENT ACTIVITIES:

- ACT Alliance
- Africa Leadership Forum
- Aga Khan Foundation
- American Red Cross
- The Asia Foundation
- Asian Development Bank
- Australian Red Cross
- Bread for the World
- Canada Fund
- Care International
- Cecily's Fund
- Federation of Red Cross and Red Crescent Societies
- Geneva Call
- German Technical Cooperation (GTZ)
- Helvetas
- International Committee of the Red Cross (ICRC)
- International Labor Organisation
- International Peace Bureau
- Japan International Cooperation Agency (JICA)
- Japan Social Development Fund
- Kinder USA
- Médecins sans Frontières
- Misereor
- Netherlands Red Cross
- Norwegian Mission Alliance
- Save the Children
- Swiss Red Cross
- Terre des Hommes
- UNAIDS
- United Nations Industrial Development Organization (UNIDO)
- United Nations International Children's Emergency Fund (UNICEF)
- United Nations Population Fund (UNFPA)
- USAID
- World Health Organisation (WHO)
- World Bank
- World Vision



## ABOUT US

The NGO Management Association and its NGO Management School offer non profit organisations needs-led and affordable organisational capacity development. We aim 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 Association is an independent non-profit organisation registered as an NGO in Geneva, Switzerland. (Reg. No. CH-550-1055048-2)

## QUESTIONS

Please contact us if you have any questions regarding our courses, advisory and job services, professional networking, or partnership programmes.



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