

Course Programme January – June 2012

| Course Programme January – June 2012 | | | | Course Fees | |
|--|---|----------|--------|------------------|------------------|
| Date | Course | Duration | Place | NON-OECD* | OECD** |
| 30 Jan. – 3 Feb. | <p>Project Design, Planning, Monitoring and Evaluation <i>Project Cycle Management Compact for practitioners – ADVANCED COURSE</i></p> <p>This course is designed for practitioners in project management who have not yet obtained basic training, or not on all subjects of the project cycle. The course provides training on all phases of the project cycle in a compact format.</p> | 5 days | Geneva | CHF 1500 | CHF 1500 |
| <p><i>This course is jointly organised with CERAH (Geneva Center for Education and Research in Humanitarian)</i></p> | | | | | |
| 5 – 9 March | <p>Essentials of NGO Management <i>How to manage and lead an NGO</i></p> <p>This course provides you with core knowledge, practical skills and tools to manage and lead effectively a non-profit organisation.</p> | 5 days | Geneva | CHF 1220/1420 | CHF 1510/1760 |
| 14 – 16 March | <p>Evaluating Projects <i>Planning and designing an internal and/or external project evaluation</i></p> <p>This course focuses on internal and external project evaluation and presents how these tools are used to measure and improve the results of a project.</p> | 3 days | Geneva | CHF 870/980 | CHF 1060/1260 |
| 22 – 23 March | <p>Effective Time Management <i>Strategies and tools to achieve your goals</i></p> <p>This interactive and practical course has been designed for professionals from non-profit and international organisations to provide practical strategies, good practices, tools and tips to improve the use of their time.</p> | 2 days | Geneva | CHF 580/655 | CHF 710/840 |
| 27 – 30 March | <p>Strategic Management <i>From Strategic Planning to Implementation</i></p> <p>This introductory course focuses on the strategic management of non-profit organisations and its importance to the success of an organisation.</p> | 4 days | Geneva | CHF 1150/1320 | CHF 1340/1560 |
| 16 – 20 April | <p>Essentials of Human Resource Management <i>How to lay the foundation for a solid approach in Human Resource</i></p> <p>This course provides a comprehensive and solid foundation in human resource management. Participants will learn how to carry out hiring processes and how to develop adequate compensation policy; how to develop a HR strategy and guidelines; and how to develop procedures for job evaluations, promotions and training programmes for the workforce.</p> | 5 days | Geneva | CHF 1220/1420 | CHF 1510/1760 |

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| 23 – 25 April | Effective Fundraising for Results <i>How to raise funds for NGO activities</i> <p>This course is designed to give practical and appropriate tools to raise funds successfully in favour of one's organisation's activities. Participants will familiarise with marketing and strategic elements and learn how to elaborate a grant proposal and a corporate partnership, as well as how to approach individuals and major donors.</p> | 3 days | Geneva | CHF 870/980 | CHF 1060/1260 |
| 14 – 18 May | Training of Trainers <i>How to design, deliver and follow-up a training course</i> <p>This course provides methods and tools to ensure efficient learning processes. It focuses on adult learning principles, and includes all stages of the learning cycle: training needs assessment; methods, techniques and tools to properly design and deliver a training course; and training course follow-up.</p> | 5 days | Geneva | CHF 1220/1420 | CHF 1510/1760 |
| 21 – 23 May | Financial Management for Non-Finance Executives <i>How to manage financial resources effectively and efficiently</i> <p>This course is aimed at equipping NGO leaders, managers, and board members with the knowledge and skills to effectively and efficiently manage the financial resources of an NGO towards sufficiency.</p> | 3 days | Geneva | CHF 870/980 | CHF 1060/1260 |
| 21 – 25 May | Community Participation in Development Projects <i>Enabling communities to participate effectively in development work</i> <p>This course is aimed at equipping NGO leaders, managers, and board members with the knowledge and skills to effectively and efficiently manage the financial resources of an NGO towards sufficiency.</p> | 5 days | Geneva | CHF 1220/1420 | CHF 1510/1760 |
| 11 – 13 June | Building Bridges in Financial Communication <i>Making sure your financial messages are fully received</i> <p>This training is the first step towards building communities' capacities to effectively participate in identifying and responding to community issues and problems in development projects.</p> | 3 days | Geneva | CHF 870/980 | CHF 1060/1260 |
| COURSE FEES <p>*NON-OECD: For participants who are nationals from countries in Asia, Africa, Latin America and Eastern Europe, and for registered full-time students.</p> <p>**OECD: For participants who are nationals from OECD countries in Europe, North America; from Australia, Japan and New Zealand.</p> | | | | <p>The first amount is the Early Bird Fee (valid for bookings until 2 months before course start), the second amount is the regular course price.</p> | |
| <p>Course fees cover tuition, training materials and handouts, lunch and refreshments during course breaks, and a course certificate. Accommodation, transportation, visa fees and evening meals are not included.</p> | | | | <p>Prices valid through June 2012 © NGO Management School Switzerland – Sept. 2011</p> | |

To register for a course, please visit the **2012 Course Dates & Locations** on our website www.ngoms.org.

For further information, please send us an email to courses@ngomanager.org