**HUMANITARIAN COURSES**

**CERTIFICATE COURSE IN DISASTER RISK REDUCTION IN EMERGENCIES**

**Africa Institute for Project Management Studies is pleased to announce Disaster risk reduction in Emergencies**

**Course Overview**

**Set amidst the context of global climate change and population growth, the number of natural and human-made emergencies every year has increased drastically in the past decade.  Although floods, earthquakes, droughts, and other natural hazards cannot be prevented, their impact on communities can be limited through disaster risk reduction (DRR) practices.**

**You will learn the concept and practice of reducing disaster risks through systematically analyzing and managing the causal factors of disasters. For example, the course examines reducing exposure to hazards, lessening vulnerability of people and property, wisely managing land and the environment, or improving preparedness for adverse events.**

**What does the course cover?**

* **Basic disaster management terms and concepts**
* **Hyogo Framework**
* **Community Based Disaster Risk Management (CBDRM) Framework for DRR**
* **Introduction to hazard, vulnerability and capacity assessment (HVCA)**
* **Introduction to community participatory tools and techniques**
* **Organizing and conducting a participatory risk assessment**
* **Planning DRR strategies appropriate to the context**
* **Monitoring and evaluating the impact of DRR strategies**
* **How to incorporate DRR into various humanitarian sectors**

**By the end of the course you will be able to:**

* **Describe the components of disaster risk management**
* **Demonstrate an understanding of the humanitarian context and underlying principles that inform disaster risk reduction**
* **Conduct a risk analysis that effectively identifies hazards, capacities and vulnerabilities**
* **Identify community vulnerability and capacities to deal with natural hazards**
* **Identify the stages of the disaster management cycle and appropriate DRR activities at each stage**
* **Understand ways of strengthening the participation of local aid workers and different organizations in overall mechanisms of disaster risk reduction**
* **Build collaborative partnerships and effectively coordinate DRR activities with key stakeholders**
* **Monitor and evaluate risk reduction impacts of programmes**
* **Effectively navigate the resources relating to DRR and resilience that can inform activities**
* **Describe the importance of using a participatory approach throughout the disaster management cycle**

**Course Organizers

Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:**

**• All materials are made available through Online or Distance LearningApproaches**

**• Approximately 5-6 hours time commitment of your time per week**

**• At your own time schedule, no live participation needed**

**• Weekly feedback from committed instructors**

**• Participants are expected to submit weekly assignments electronically toearn certificate of completion**

**Computing Requirements:**

**Participants will need to use email, upload and download word docs,PowerPoint files and PDFs, and post on the discussion board or sendassignments by email. If you do not have internet speed sufficient todownload materials, an offline DVD or hard copies course may be the rightalternative for you. Materials Provided: Online delivery of curriculum materials, exercises and templates.**

**Exercises**

**After they have read the material for each unit, students are expected totest their own Learning by completing some relevant exercises and tasks.**

**Assignments**

**In order to demonstrate their understanding of the course content,students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 5 to 6 hours per week**

**PARTICIPANTS: Development Professionals**

**REGIONS TARGETED: Global**

**COURSE FEE: $400**

**ORGANIZERS: Africa Institute for Project Management Studies**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT: info@africadevelopmentresources.org**

**Prior to the course start date, selected participants will receive, viaemail, an official invitation letter along with instructions on how to payfor the course. Course log on instructions will be emailed to you on theday the course is scheduled to begin or as soon as payment is received**

**Training Package Value for the Money Training will be moderated byprofessional with hands on skills and great wealth in the course moderation**

**Kindly confirm your participation with:**

**The Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**www.africadevelopmentresources.org**

**CERTIFICATE COURSE IN MANAGING PEOPLE AND PROJECTS IN EMERGENCIES**

**Africa Institute for Project Management Studies is pleased to announce Managing People and Projects in Emergencies Course**

**Course Overview**

**Effective responses to complex emergencies require exceptional management skills. Managing people and projects can be difficult at the best of times, but being able to deliver quality outputs on time and under pressure is even more crucial during the chaos and stress of a complex emergency.**

**The course focuses on the theoretical and practical application of management tools, techniques and approaches in the field, and on the nature of working in a humanitarian response. Through case studies and presentations, you will be able to put into practice the theoretical knowledge that you gain in the course.**

**What does the course cover?**

* **The nature and impact of emergencies**
* **The role and qualities of the manager in a humanitarian response**
* **Leadership and communication skills**
* **Conducting needs assessments**
* **Securing funding and financial management**
* **Project planning using Log Frames**
* **Establishing and developing teams and individuals**
* **Remote and distant management**
* **Risk management**
* **Accountability, coordination, and collaboration**
* **Conflict management and negotiation**
* **Project evaluation, implementation, reporting, closure, and exit strategies**

**By the end of the course you will be able to:**

* **Describe the role and characteristics of an effective manager in humanitarian practice**
* **List management competencies and examine them in a theoretical and practical humanitarian context**
* **Apply techniques for managing people and projects to the humanitarian context**
* **Evaluate and reflect on personal performance in project and people management**
* **Identify personal strengths and weaknesses in relation to managing people and projects and devise a personal development plan to improve practice**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:**

**• All materials are made available through Online or Distance LearningApproaches**

**• Approximately 5-6 hours time commitment of your time per week**

**• At your own time schedule, no live participation needed**

**• Weekly feedback from committed instructors**

**• Participants are expected to submit weekly assignments electronically toearn certificate of completion**

**Computing Requirements:**

**Participants will need to use email, upload and download word docs,PowerPoint files and PDFs, and post on the discussion board or sendassignments by email. If you do not have internet speed sufficient todownload materials, an offline DVD or hard copies course may be the rightalternative for you. Materials Provided: Online delivery of curriculum materials, exercises and templates.**

**Exercises**

**After they have read the material for each unit, students are expected totest their own Learning by completing some relevant exercises and tasks.**

**Assignments**

**In order to demonstrate their understanding of the course content,students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 5 to 6 hours per week**

**PARTICIPANTS: Development Professionals**

**REGIONS TARGETED: Global**

**COURSE FEE: $400**

**ORGANIZERS: Africa Institute for Project Management Studies**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT: info@africadevelopmentresources.org**

**Training Package Value for the Money Training will be moderated byprofessional with hands on skills and great wealth in the course.**

**Kindly confirm your participation with:**

**The Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**www.africadevelopmentresources.org**

**CERTIFICATE COURSE IN COMMUNITY BASED DISASTER RISK MANAGEMENT**

**Africa Institute for Project Management Studies is pleased to announce Community Based Disaster Risk Management Distance Learning Course**

**Course Overview**

**The Community-Based Disaster Risk Management for Field Practitioner course provides the opportunity to learn essential knowledge and skill in Community-Based Disaster Risk Management to address implementation challenges in a systematic manner. The field practitioners will learn practical tools for designing and implementation of programmes for reducing disaster risks and vulnerability and building of community capacity to promote a culture of safety.**

**What does the course cover?**

* **Basic DM terms & Concepts**
* **Context & Significance**
* **Hyogo Frame Work**
* **CBDRR Process**
* **Selection & communication with community**
* **Inclusion of vulnerable groups in CBDRM**
* **Introduction to HVCA**
* **Community Participatory tools &Techniques**
* **CBDRR Planning**
* **Community managed Implementation**
* **Community Preparedness and Response**
* **Participatory Monitoring& Evaluation**
* **Advocacy for sustaining community based DRR**

**By the end of the course you will be able to:**

* **Explain the conceptual framework in reducing risk**
* **Design and conduct community- based vulnerability and capacity assessment**
* **Identify measures for hazards and vulnerability reduction and community capacity building**
* **Analyze problems in the implementation of Community-Based Disaster Risk Management plans and their sustainability**
* **Document best practice and lesson learnt in community-Based disaster Risk Management**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:**

**• All materials are made available through Distance Learning Approaches**

**• Approximately 5-6 hours time commitment of your time per week**

**• At your own time schedule, no live participation needed**

**• Weekly feedback from committed instructors**

**• Participants are expected to submit weekly assignments electronically toearn certificate of completion**

**Computing Requirements:**

**Participants will need to use email, upload and download word docs,PowerPoint files and PDFs, and post on the discussion board or sendassignments by email. If you do not have internet speed sufficient todownload materials, an offline DVD or hard copies course may be the rightalternative for you. Materials Provided: Online delivery of curriculum materials, exercises and templates.**

**Exercises**

**After they have read the material for each unit, students are expected totest their own Learning by completing some relevant exercises and tasks.**

**Assignments**

**In order to demonstrate their understanding of the course content,students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 5 to 6 hours per week**

**PARTICIPANTS: Development Professionals**

**REGIONS TARGETED: Global**

**COURSE FEE: $400**

**ORGANIZERS: Africa Institute for Project Management Studies**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT: info@africadevelopmentresources.org**

**Prior to the course start date, selected participants will receive, viaemail, an official invitation letter along with instructions on how to payfor the course. Course log on instructions will be emailed to you on theday the course is scheduled to begin or as soon as payment is received**

**Training Package Value for the Money Training will be moderated byprofessional with hands on skills and great wealth in Conflict Management.**

**Kindly confirm your participation with:**

**Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**www.africadevelopmentresources.org**

**CERTIFICATE COURSE IN EFFECTIVE LEADERSHIP IN HUMANITARIAN PROGRAMMES**

**Africa Institute for Project Management Studies is pleased to announce Effective Leadership in Humanitarian programmes Distance Learning Certificate Course**

**What does the course cover?**

* **Management strategies**
* **Leading and delivering programmes**
* **Leadership in humanitarian settings**
* **Decision-making**
* **Negotiation skills**

**By the end of the course you will be able to:**

* **Understand your style of leadership and how that fits into your organization**
* **Develop and implement new approaches to leading**
* **Understand leadership within the humanitarian context**
* **Implement management strategies**
* **Make decisions by balancing pros and cons of particular courses of actions**
* **Negotiate with various actors and influence decisions**
* **Understand ways to continue developing your skills**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:**

**• All materials are made available through Online or Distance LearningApproaches**

**• Approximately 5-6 hours time commitment of your time per week**

**• At your own time schedule, no live participation needed**

**• Weekly feedback from committed instructors**

**• Participants are expected to submit weekly assignments electronically toearn certificate of completion**

**Computing Requirements:**

**Participants will need to use email, upload and download word docs,PowerPoint files and PDFs, and post on the discussion board or sendassignments by email. If you do not have internet speed sufficient todownload materials, an offline DVD or hard copies course may be the rightalternative for you. Materials Provided: Online delivery of curriculum materials, exercises and templates.**

**Exercises**

**After they have read the material for each unit, students are expected totest their own Learning by completing some relevant exercises and tasks.**

**Assignments**

**In order to demonstrate their understanding of the course content,students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 5 to 6 hours per week**

**PARTICIPANTS: Development Professionals**

**REGIONS TARGETED: Global**

**COURSE FEE: $400**

**ORGANIZERS: Africa Institute for Project Management Studies**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT: info@africadevelopmentresources.org**

**Prior to the course start date, selected participants will receive, viaemail, an official invitation letter along with instructions on how to payfor the course. Course log on instructions will be emailed to you on theday the course is scheduled to begin or as soon as payment is received**

**Training Package Value for the Money Training will be moderated byprofessional with hands on skills and great wealth in Conflict Management.**

**Kindly confirm your participation with:**

**Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**www.africadevelopmentresources.org**

**CERTIFICATE COURSE IN ESSENTIALS IN HUMANITARIAN PRACTICE**

**Africa Institute for Project Management Studies is pleased to announce Essentials in Humanitarian Practice Distance Learning Certificate Course**

**Course Overview**

**Are you ready for the realities of relief work?  Essentials of Humanitarian Practice will give you an insight into life working in the field. This workshop also aims to increase your understanding of the characteristics of emergencies induced by natural disasters and conflict and the requirements for an effective humanitarian response.  You will learn how to work in a team in an emergency environment and identify individual responsibilities.**

**Essentials of Humanitarian Practice will give participants an insight into life working in the field whilst increasing understanding of the characteristics of natural disasters, conflict induced emergencies and the requirements for an effective humanitarian response.**

**Participants will examine the**

* **humanitarian context,**
* **the concept of humanitarian principles,**
* **the international humanitarian system,**
* **accountability,**
* **international law,**
* **needs assessment,**
* **individual responsibility**
* **The potential impacts and dilemmas of humanitarian responses.**

**By the end of the course participants will be able to:**

* **Explain the characteristics of natural disasters and complex emergencies**
* **Describe the different activities required for a comprehensive response to an emergency situation**
* **Analyze the roles and relationships of humanitarian agencies and the people affected by disasters**
* **Describe and apply international legal instruments and humanitarian principles to a humanitarian response**
* **Discuss potential impacts and dilemmas associated with humanitarian responses**
* **Demonstrate an understanding of the key skills and personal attributes required for an effective humanitarian response**
* **Apply skills of teamwork, coordination, communication and cultural sensitivity in a simulation environment**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:**

**• All materials are made available through Online or Distance LearningApproaches**

**• Approximately 5-6 hours time commitment of your time per week**

**• At your own time schedule, no live participation needed**

**• Weekly feedback from committed instructors**

**• Participants are expected to submit weekly assignments electronically toearn certificate of completion**

**Computing Requirements:**

**Participants will need to use email, upload and download word docs,PowerPoint files and PDFs, and post on the discussion board or sendassignments by email. If you do not have internet speed sufficient todownload materials, an offline DVD or hard copies course may be the rightalternative for you. Materials Provided: Online delivery of curriculum materials, exercises and templates.**

**Exercises**

**After they have read the material for each unit, students are expected totest their own Learning by completing some relevant exercises and tasks.**

**Assignments**

**In order to demonstrate their understanding of the course content,students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 5 to 6 hours per week**

**PARTICIPANTS: Development Professionals**

**REGIONS TARGETED: Global**

**COURSE FEE: $400**

**ORGANIZERS: Africa Institute for Project Management Studies**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT: info@africadevelopmentresources.org**

**Prior to the course start date, selected participants will receive, viaemail, an official invitation letter along with instructions on how to payfor the course. Course log on instructions will be emailed to you on theday the course is scheduled to begin or as soon as payment is received**

**Training Package Value for the Money Training will be moderated byprofessional with hands on skills and great wealth in Conflict Management.**

**Kindly confirm your participation with:**

**Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**www.africadevelopmentresources.org**

**CERTIFICATE COURSE IN INTRODUCTION TO HYGIENE PROMOTION IN EMERGENCIES**

**Africa Institute for Project Management Studies is pleased to announce Introduction to hygiene promotion in emergencies Distance Learning Certificate Course**

**Course Overview**

**This course provides an introduction to hygiene promotion in emergencies, covering the main methods and approaches, and will provide a good overview of the community engagement aspect of WASH (water, sanitation and hygiene) programming. Introduction to Hygiene Promotion in Emergencies is a participatory workshop, which uses a mixture of theory and practical group work.**

**The course explores the fundamentals of hygiene promotion in emergency environments. You will look at methods of hygiene behavior change, community engagement and facilitation, and how to ensure that affected populations are fully integrated in the WASH responses that your organisation implements.**

**What does the course cover?**

* **The importance of ongoing hygiene promotion throughout WASH programmes**
* **Behavior change in emergencies**
* **Hygiene improvement framework for emergencies**
* **Hygiene assessment and monitoring**
* **Sphere Standards for hygiene promotion**
* **Key hygiene promotion methods and approaches**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:**

**• All materials are made available through Online or Distance LearningApproaches**

**• Approximately 5-6 hours time commitment of your time per week**

**• At your own time schedule, no live participation needed**

**• Weekly feedback from committed instructors**

**• Participants are expected to submit weekly assignments electronically toearn certificate of completion**

**Computing Requirements:**

**Participants will need to use email, upload and download word docs,PowerPoint files and PDFs, and post on the discussion board or sendassignments by email. If you do not have internet speed sufficient todownload materials, an offline DVD or hard copies course may be the rightalternative for you. Materials Provided: Online delivery of curriculum materials, exercises and templates.**

**Exercises**

**After they have read the material for each unit, students are expected totest their own Learning by completing some relevant exercises and tasks.**

**Assignments**

**In order to demonstrate their understanding of the course content,students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 5 to 6 hours per week**

**PARTICIPANTS: Development Professionals**

**REGIONS TARGETED: Global**

**COURSE FEE: $400**

**ORGANIZERS: Africa Institute for Project Management Studies**

**LANGUAGE: English only**

**FORMAT: Web-based and Distance Learning facilitated**

**GENERAL COURSE CONTACT: info@africadevelopmentresources.org**

**Kindly confirm your participation with:**

**Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**www.africadevelopmentresources.org**

**Certificate in Shelter Essentials**

**Africa Institute for Project Management Studies is pleased to announce a Certificate Course in Shelter Essentials Learning Course**

**`About The Course**

**The certificate course will provide an overview of the shelter sector, identifying the breadth of issues affecting emergency shelter, including principles and common practices.**

**The course covers the different types and objectives of different settlement options. In addition, you will be introduced to the Sphere Standards for shelter and settlement and learn about how the Shelter Cluster works with other clusters in the field. You will also chart the progression of shelter planning from Disaster Risk Reduction (DRR) and preparation, to immediate relief after an emergency and medium term recovery, and then on to long term durable solutions. The course also details the stages of implementing shelter plans in design construction phases.**

**Through the participatory case study element of the course, you will have a chance to put into practice the theoretical knowledge you gain by conducting emergency shelter planning simulations of real scenarios.**

**Course Outline**

1. **Fundamentals of emergency shelter programming and links with other sectors**
2. **Settlement options**
3. **Challenges and issues facing the shelter sector**
4. **Standards and protocols that affect shelter programmes**
5. **Preparedness, design, and Disaster Risk Reduction (DRR)**
6. **Different organizational models for running shelter programmes.**
7. **Scenario planning**

**By the end of the course you will be able to:**

* **Introduce the terms, shelter/sheltering and housing/home in the context ‘NGO speak’ of relief/emergency, transitional and reconstruction**
* **Identify how shelter overlaps with other sectors – in particular health, water and sanitation and livelihoods**
* **Identify the key actors involved in post-disaster shelter**
* **Understand shelter within the context of local construction practice: livelihoods, skills, sustainability, etc.**
* **Describe the variety of circumstances in which shelter programmes might be required**
* **Explain the need for engineering standards and good construction practice**
* **Describe the different settlement options for displaced populations and list different land and property ownership types**
* **Explain the complex nature of the construction process, listing some of the skills needed to run an effective shelter project**
* **Identify good practice and what is unacceptable**
* **Explain how and why quality is often compromised**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:
• All materials are made available through Online or Distance Learning approaches
• approximately 5-6 hours time commitment of your time per week
• At your own time schedule, no live participation needed
• Weekly feedback from committed instructors
• Participants are expected to submit weekly assignments electronically to earn certificate of completion**

**Computing Requirements:
Participants will need to use email, upload and download word docs, PowerPoint files and PDFs, and post on the discussion board or send assignments by email. If you do not have internet speed sufficient to download materials, an offline DVD or hard copies course may be the right alternative for you.**

**Materials Provided:**

**Online delivery of curriculum materials, exercises and templates.**

**Exercises:
After they have read the material for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.
The materials for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 8 to 10 hours per week
PARTICIPANTS: Development Professionals
REGIONS TARGETED: Global
COURSE FEE: $400
ORGANIZERS: Africa Institute for Project Management Studies
LANGUAGE: English only
FORMAT: Web-based and Distance Learning facilitated
GENERAL COURSE CONTACT: info@africadevelopmentresources.org

Prior to the course start date, selected participants will receive, via email, an official invitation letter along with instructions on how to pay for the course. Course log on instructions will be emailed to you on the day the course is scheduled to begin. Participants must submit three assignments before certification.

Training Package offers Value for the Money. Training will be moderated by professional with hands on skills and great wealth in the course.**

**Kindly confirm your participation with:
Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**[www.africadevelopmentresources.org](http://www.capacitybuildingonline.com)**

**Certificate in Personal Security for Humanitarians**

**Africa Institute for Project Management Studies is pleased to announce a Certificate Course in Personal Security for humanitarians Long Distance Learning Course**

**About the course:**

**This is an intensive, dynamic course where you will discuss, learn and apply approaches and measures to improve your personal security when living and working in insecure environments. Personal Security for Humanitarians has been designed specifically from an NGO perspective to provide the most relevant and challenging training for NGO workers.**

**Essential theory learned in the classroom will immediately be put into practice in real-life simulation exercises, confronting key issues such as roadblocks, abduction, weapons, mines and crossfire. The course is designed to put you under stressful circumstances, preparing you for the worst case-scenario.**

**The course will introduce a variety of measures to help you reduce the likelihood of security-related incidents taking place and enable you to respond appropriately to situations that could compromise your safety and that of your colleagues.**

**The course now includes emergency first aid as an optional one day add-on.
What does the course cover?**

1. **Context assessment**
2. **Assessing risk**
3. **Threat and vulnerability**
4. **Developing security strategies**
5. **Personal communication**
6. **Security planning**
7. **Field communications equipment**
8. **Stress management**
9. **Coping with sexual violence**
10. **Vehicles and travel security**
11. **Evacuation planning and procedures**
12. **Abduction**
13. **Detention and kidnap**
14. **Surviving hostile environments**

**By the end of the course you will be able to:**

* **Explain the importance of understanding your role and the security environment**
* **Undertake a context analysis and a personal risk assessment**
* **Demonstrate immediate responses to hostile environments**
* **Effectively contribute to a security planning process**
* **Describe measures to reduce personal and team vulnerability to a range of threats**
* **Explain the importance of cultural awareness and sensitivity, team working, interpersonal communications and how diversity impacts on security**
* **Demonstrate immediate responses to threats in the operating environment**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:
• All materials are made available through Online or Distance Learning approaches
• approximately 5-6 hours time commitment of your time per week
• At your own time schedule, no live participation needed
• Weekly feedback from committed instructors
• Participants are expected to submit weekly assignments electronically to earn certificate of completion**

**Computing Requirements:
Participants will need to use email, upload and download word docs, PowerPoint files and PDFs, and post on the discussion board or send assignments by email. If you do not have internet speed sufficient
to download materials, an offline DVD or hard copies course may be the right alternative for you.**

**Materials Provided:**

**Online delivery of curriculum materials, exercises and templates.**

**Exercises:
After they have read the material for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.
The materials for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 8 to 10 hours per week
PARTICIPANTS: Development Professionals
REGIONS TARGETED: Global
COURSE FEE: $400
ORGANIZERS: Africa Institute for Project Management Studies (AIPMS)
LANGUAGE: English only
FORMAT: Distance Learning facilitated
GENERAL COURSE CONTACT: info@africadevelopmentresources.org

Prior to the course start date, selected participants will receive, via email, an official invitation letter along with instructions on how to pay for the course. Course log on instructions will be emailed to you on the day the course is scheduled to begin. Participants must submit three assignments before certification.

Training Package offers Value for the Money. Training will be moderated by professional with hands on skills and great wealth in the course**

**Kindly confirm your participation with:
The Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**[www.africadevelopmentresources.org](http://www.capacitybuildingonline.com)**

**Certificate in Introduction to Humanitarian and Relief work**

**Africa Institute for Project Management Studies is pleased to announce a Certificate Course in Introduction to Humanitarian and Relief work Distance Learning Course**

**About the course:**

**The basic idea of humanitarian assistance—delivering medicine, food, and other supplies to relieve suffering and save lives—appears to be a simple one. Yet, there is a serious debate between different humanitarian organizations, official donors, governments, and the United Nations regarding the operational approach to the delivery of aid that ought to be adopted.**

**In recent years, harmful side effects of humanitarian aid, such as the strengthening of the grip of armed groups over the population, various forms of aid diversion, and the fostering of dependency among beneficiaries, have been widely discussed. In the starkest cases, some humanitarian organizations have made the decision to withdraw from crises altogether because, in their judgment, continuing their operations on the ground in the particular political environment would do more harm than good to civilians in need.**

**This online course is an essential introduction for anyone interested in a career in the humanitarian sector. You will learn first-hand experiences from individuals who have been involved in humanitarianism, learn about the nature of humanitarian relief, and look at the skills you have to bring to the sector.**

**What does the course cover?**

1. **The disaster cycle**
2. **Codes and standards in humanitarianism**
3. **Humanitarianism in practice**
4. **The humanitarian sector**
5. **Employment, volunteering, internship, and training resources and opportunities**
6. **Personal stories and experiences**

**By the end of the course you will:**

* **Understand how the humanitarian sector operates**
* **Have questioned and learnt from experienced humanitarian workers**
* **Be able to explain how the humanitarian sector works**
* **Have further insight into your own motivations for entering the sector**
* **Know how to make contact with key agencies**
* **Have identified what to do next and how to go about it**

**Who should attend?**

**This course is designed for those with a general understanding of the humanitarian sector and an interest in a humanitarian career. Those with no previous experience or knowledge in the sector are also welcome to attend, but are expected to complete some pre-reading.**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:
• All materials are made available through Distance Learning approaches
• approximately 5-6 hours time commitment of your time per week
• At your own time schedule, no live participation needed
• Weekly feedback from committed instructors
• Participants are expected to submit weekly assignments electronically to earn certificate of completion**

**Computing Requirements:
Participants will need to use email, upload and download word docs, PowerPoint files and PDFs, and post on the discussion board or send assignments by email. If you do not have internet speed sufficient to download materials, an offline DVD or hard copies course may be the right alternative for you.**

**Materials Provided:**

**Distance Learning or online delivery of curriculum materials, exercises and templates.**

**Exercises:
After they have read the material for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.
The materials for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 8 to 10 hours per week
PARTICIPANTS: Development Professionals
REGIONS TARGETED: Global
COURSE FEE: $400
ORGANIZERS: Africa Institute for Project Management Studies
LANGUAGE: English only
FORMAT: Web-based and Distance Learning facilitated
GENERAL COURSE CONTACT: info@africadevelopmentresources.org

Prior to the course start date, selected participants will receive, via email, an official invitation letter along with instructions on how to pay for the course. Course log on instructions will be emailed to you on the day the course is scheduled to begin. Participants must submit three assignments before certification.

Training Package offers Value for the Money. Training will be moderated by professional with hands on skills and great wealth in the course content.**

**Kindly confirm your participation with:
Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**[www.africadevelopmentresources.org](http://www.capacitybuildingonline.com)**

**Certificate in Managing Team in Humanitarian Response**

**Africa Institute for Project Management Studies is pleased to announce a Certificate Course in Managing Team in Humanitarian Response**

**About the course:**

**People are the key to any effective humanitarian response.  Managing people can be difficult at the best of times, but during the chaos and stress of a complex humanitarian emergency, the ability to manage people is crucial for the success of any programme.**

**This two-day course introduces participants to the fundamentals of good people management.  Participants will have the opportunity to explore theories and practices of good management and will learn how to employ different techniques of communication, negotiation, team building and conflict management in order to develop a concrete set of management skills. Participants will have an opportunity to reflect on their own style, strengths and weaknesses as a manager in light of their new knowledge and skills. Upon completion, participants will be able to demonstrate several essential skills for managing their teams with greater confidence and success.**

**What does the course cover?**

1. **Roles and responsibilities of managers**
2. **Building and supporting a team**
3. **Communication and negotiation skills**
4. **Conflict management**
5. **Leadership and motivation**
6. **Performance management**

**By the end of the course you will be able to:**

* **Describe the role of the manager in humanitarian programmes and what it takes to be an exceptional manager**
* **Demonstrate skills and attitudes needed to manage people effectively in emergencies**
* **Utilize techniques for building and leading teams and learn ways to gain greater commitment from your team**
* **Identify ways to motivate individuals and maximize their potential**
* **Improve team performance through effective coaching and feedback**
* **Demonstrate how to negotiate to achieve a WIN-WIN outcome and how to resolve conflict**
* **Identify personal strengths and weaknesses in relation to managing in emergencies and draw up action points for further learning and development to improve your management style**

**Who should attend?**

**This course is aimed at humanitarian personnel responsible for managing others, and is best suited for participants who are new to managerial roles or have management experience, but without any formal training. Participants should be interested in exploring management theory and accessing new tools and techniques to fulfill their management role successfully.**

**.**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:
• All materials are made available through Online or Distance Learning approaches
• approximately 5-6 hours time commitment of your time per week
• At your own time schedule, no live participation needed
• Weekly feedback from committed instructors
• Participants are expected to submit weekly assignments electronically to earn certificate of completion**

**Computing Requirements:
Participants will need to use email, upload and download word docs,
PowerPoint files and PDFs, and post on the discussion board or send
assignments by email. If you do not have internet speed sufficient
to download materials, an offline DVD or hard copies course may be the
right alternative for you.**

**Materials Provided:**

**Online or distance learning delivery of curriculum materials, exercises and templates.**

**Exercises:
After they have read the material for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.
The materials for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 8 to 10 hours per week
PARTICIPANTS: Development Professionals
REGIONS TARGETED: Global
COURSE FEE: $400
ORGANIZERS: Africa Institute for Project Management Studies
LANGUAGE: English only
FORMAT: Web-based and Distance Learning facilitated
GENERAL COURSE CONTACT: info@africadevelopmentresources.org

Prior to the course start date, selected participants will receive, via email, an official invitation letter along with instructions on how to pay for the course. Course log on instructions will be emailed to you on the day the course is scheduled to begin. Participants must submit three assignments before certification.

Training Package offers Value for the Money. Training will be moderated by professional with hands on skills and great wealth in Accounting and Book Keeping.**

**Kindly confirm your participation with:
 The Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**[www.africadevelopmentresources.org](http://www.capacitybuildingonline.com)**

**Certificate in the Essentials of Humanitarian Practice**

**Africa Institute for Project Management Studies is pleased to announce a Certificate Course in Certificate in the Essentials of Humanitarian Practice**

**About the Course**

**Are you ready for the realities of relief work?  Essentials of Humanitarian Practice will give you an insight into life working in the field. This workshop also aims to increase your understanding of the characteristics of emergencies induced by natural disasters and conflict and the requirements for an effective humanitarian response.  You will learn how to work in a team in an emergency environment and identify individual responsibilities.**

**Practical learning is at the heart of the course.  During the week, we will put you at the centre of an emergency response in an engaging simulation.  This will challenge your motivations and beliefs, giving you firsthand understanding of what it is like to work in the field. You will also have the chance to explore your own motivations for engaging in humanitarian work.**

**What does the course cover?**

1. **Humanitarian context**
2. **Concept of humanitarian principles**
3. **International humanitarian system**
4. **Accountability**
5. **International law**
6. **Needs assessment**
7. **Individual responsibility**
8. **Potential impacts and dilemmas of humanitarian response**
9. **Cross-cutting themes such as gender, culture and security**
10. **Reflection on your own motivations and competencies for relief work**

**By the end of the course you will be able to:**

* **Explain the characteristics of natural disasters and complex emergencies**
* **Describe the different activities required for a comprehensive response to an emergency situation**
* **Analyze the roles and relationships of humanitarian agencies and the people affected by disasters**
* **Describe and apply international legal instruments and humanitarian principles to a humanitarian response**
* **Discuss potential impacts and dilemmas associated with humanitarian responses**
* **Demonstrate and understanding of the key skills and personal attributes required for an effective humanitarian response**
* **Apply skills of teamwork, coordination, communication and cultural sensitivity in a simulation environment**
* **Demonstrate an understanding of the key skills, personal attributes and competencies required for an effective humanitarian response**
* **Reflect on and evaluate your individual performance in relation to these key skills, attributes and competencies**
* **Identify further personal development steps**

**Who should attend?**

**This is an introductory course suitable for anyone who has recently started working in or is thinking about entering the humanitarian sector, including staff of humanitarian aid organizations, governments, UN agencies, and individuals actively seeking work in the sector. There are no prerequisites for this course. All participants are expected to have theoretical knowledge of humanitarianism, although humanitarian aid experience is not presumed.**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

 **Training Format:
• All materials are made available through Online or Distance Learning approaches
• approximately 5-6 hours time commitment of your time per week
• At your own time schedule, no live participation needed
• Weekly feedback from committed instructors
• Participants are expected to submit weekly assignments electronically to earn certificate of completion**

**Computing Requirements:
Participants will need to use email, upload and download word docs, PowerPoint files and PDFs, and post on the discussion board or send assignments by email. If you do not have internet speed sufficient
to download materials, an offline DVD or hard copies course may be the right alternative for you.**

**Materials Provided:**

**Online delivery of curriculum materials, exercises and templates.**

**Exercises:
After they have read the material for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.
The materials for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 8 to 10 hours per week
PARTICIPANTS: Development Professionals
REGIONS TARGETED: Global
COURSE FEE: $400
ORGANIZERS: Africa Institute for Project Management Studies
LANGUAGE: English only
FORMAT: Web-based and Distance Learning facilitated
GENERAL COURSE CONTACT: info@africadevelopmentresources.org

Prior to the course start date, selected participants will receive, via email, an official invitation letter along with instructions on how to pay for the course. Course log on instructions will be emailed to you on the day the course is scheduled to begin. Participants must submit three assignments before certification.

Training Package offers Value for the Money. Training will be moderated by professional with hands on skills and great wealth in the course content.**

**Kindly confirm your participation with:
 The Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**[www.africadevelopmentresources.org](http://www.capacitybuildingonline.com)**

**Introduction to Hygiene Promotion in Emergencies**

**Africa Institute for Project Management Studies is pleased to announce a Certificate Course in Introduction to Hygiene Promotion in Emergencies**

**About the course:**

**"In Haiti we brainstormed, ‘what makes a good toilet?’ with small groups of people. Factors included: a seat with a lid, a solid structure made from wood, that it can be locked, cleanliness, toilet paper and hand washing facilities. It isn’t rocket science, but we need to ensure that we are aware of these things in our planning.”
- Paul O’Sullivan, Hygiene Promoter, Red Cross**

**Hygiene promotion is the mechanism by which these needs are established and by which people affected by disasters can voice their feedback on water supply, sanitation, and hygiene promotion (WASH) responses. This course provides an introduction to hygiene promotion in emergencies, covering the main methods and approaches, and will provide a good overview of the community engagement aspect of WASH programming. Introduction to Hygiene Promotion in Emergencies is a participatory workshop, which uses a mixture of theory and practical group work.**

**The course explores the fundamentals of hygiene promotion in emergency environments. You will look at methods of hygiene behavior change, community engagement and facilitation, and how to ensure that affected populations are fully integrated in the WASH responses that your organization implements.**

**What does the course cover?**

1. **The importance of ongoing hygiene promotion throughout WASH programmes**
2. **Behavior change in emergencies**
3. **Hygiene improvement framework for emergencies**
4. **Hygiene assessment and monitoring**
5. **Sphere Standards for hygiene promotion**
6. **Key hygiene promotion methods and approaches**

**By the end of the course you will be able to:**

* **Identify how WASH overlaps with other sectors, in particular, health, shelter and nutrition**
* **Give definitions of WASH terminology**
* **Describe the impact of WASH programmes**
* **Explore the challenges of hygiene promotion in different environments, climates and cultures**
* **Describe the elements of the hygiene Improvement Framework for Emergencies**
* **Describe at least four key hygiene promotion approaches and methods and analyze their suitability for a given scenario**
* **Describe the Sphere Standards relating to hygiene promotion**

**Who should attend?**

**This workshop is ideal for anybody approaching the water, sanitation, and hygiene (WASH) sector for the first time and looking to gain a broad understanding of hygiene promotion in emergencies.**

**The course is geared toward those with or without humanitarian experience and assumes no prior knowledge of WASH, water engineering, or public health. It is suitable for those looking to move into the sector and will provide a good introduction to the community engagement aspect of WASH programming.  The course would be appropriate for: generalist aid workers, policy makers, or private sector engineers looking to move into the WASH sector; engineers within the WASH or humanitarian sectors who would like to complement their current technical knowledge with an understanding of community engagement techniques; or individuals whose work in a related sector, like site planning, health, or logistics, brings them into contact with the WASH sector and they want to understand more about it.**

**Course Organizers:**

**Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big project portfolio in Africa. The organization provides expertise in providing training and consultancies to development partners and governments in the following areas:**

* **Project Report Preparation,**
* **Economic Feasibility Studies,**
* **Grants Management**
* **Institutional Capacity Assessments**
* **Media Management**
* **Micro Enterprise Development,**
* **In house development training,**
* **Project Management Consulting,**
* **Environment Impact Assessment,**
* **Environmental Management Consulting,**
* **Market & Social Research Services,**
* **Document Digitization,**
* **Data Collection and Analysis,**
* **Data Verification,**
* **Language Translation Services,**
* **Editing Services**
* **Manual and Content Development,**
* **Thesis Writing,**
* **International Volunteer Placement,**
* **Fundraising Services,**
* **Entrepreneurship Development**
* **Strategic Planning,**
* **Job Evaluations,**
* **Organizational Capacity Assessments**
* **Documentary Productions**
* **Security Advisory and Management**
* **Public Policy Analysis**
* **Designing Communication Strategies**

**We offer training in:**

**a) Agriculture, environment and natural resources**

**b) Health**

**c) Participatory development approaches**

**d) Organizational/institutional development**

**e) Project design, development and implementation**

**f) Livelihood enhancement**

**g) Human resource and business management**

**h) Operational research programmes**

**I) Humanitarians Management Programmes**

**We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.**

**Training Format:
• All materials are made available through Online or Distance Learning approaches
• approximately 5-6 hours time commitment of your time per week
• At your own time schedule, no live participation needed
• Weekly feedback from committed instructors
• Participants are expected to submit weekly assignments electronically to earn certificate of completion**

**Computing Requirements:
Participants will need to use email, upload and download word docs, PowerPoint files and PDFs, and post on the discussion board or send assignments by email. If you do not have internet speed sufficient to download materials, an offline DVD or hard copies course may be the
right alternative for you.**

**Materials Provided:**

**Online delivery of curriculum materials, exercises and templates.**

**Exercises:
After they have read the material for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.
The materials for each unit, students are expected to test their own Learning by completing some relevant exercises and tasks.
Assignments:
In order to demonstrate their understanding of the course content, students will be required to submit three assignments.**

**DURATION AND COURSE LOAD: 8 Weeks - 8 to 10 hours per week
PARTICIPANTS: Development Professionals
REGIONS TARGETED: Global
COURSE FEE: $400
ORGANIZERS: Africa Institute for Project Management Studies
LANGUAGE: English only
FORMAT: Web-based and Distance Learning facilitated
GENERAL COURSE CONTACT: info@africadevelopmentresources.org

Prior to the course start date, selected participants will receive, via email, an official invitation letter along with instructions on how to pay for the course. Course log on instructions will be emailed to you on the day the course is scheduled to begin. Participants must submit three assignments before certification.

Training Package offers Value for the Money. Training will be moderated by professional with hands on skills and great wealth in the course content.**

**Kindly confirm your participation with:
Training Coordinator**

**Africa Institute for Project Management Studies**

**info@africadevelopmentresources.org**

**[www.africadevelopmentresources.org](http://www.capacitybuildingonline.com)**