

2024

Training Calendar

 humanitarian
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**PROJECT MANAGEMENT &
LEADERSHIP ESSENTIALS
TRAINING WORKSHOPS**



PROJECT MANAGEMENT & LEADERSHIP ESSENTIALS TRAINING WORKSHOPS

- Women in Leadership Development Training for Humanitarian & Development contexts
- Leadership & Project Management for NGOs & Development Organizations Training Workshop

Project Management & Leadership Essentials skills are indispensable for humanitarians and development practitioners as they ensure efficient project implementation, effective team management, risk mitigation, stakeholder engagement, adaptability, and impactful leadership. Mastering these skills is essential for achieving successful outcomes and creating lasting positive change in the communities they serve.

1 WOMEN IN LEADERSHIP DEVELOPMENT TRAINING FOR HUMANITARIAN & DEVELOPMENT CONTEXTS

Onsite Training(5days): USD1200

Online Training(2 Weeks): USD700

This course will emphasize on Women's Leadership for Social Transformation, by showing how work power is balanced and also looking at how principles and values of leadership are implemented from a Woman's perspective.

COURSE OBJECTIVES

- To understand Gender, Power and the Intersectionality
- To understand the need to transform attitudes and beliefs concerning women's leadership
- To develop their leadership plan to influence change and social transformation
- To develop a leadership development model and implement it in a real-life case scenario



TRAINING PROGRAMME

Module 1: Leadership

Aspects of Leadership Skills
Influence of Effective Leadership
Leadership Styles
Women's leadership in the Humanitarian sector

Module 2: Leadership Gender Gap

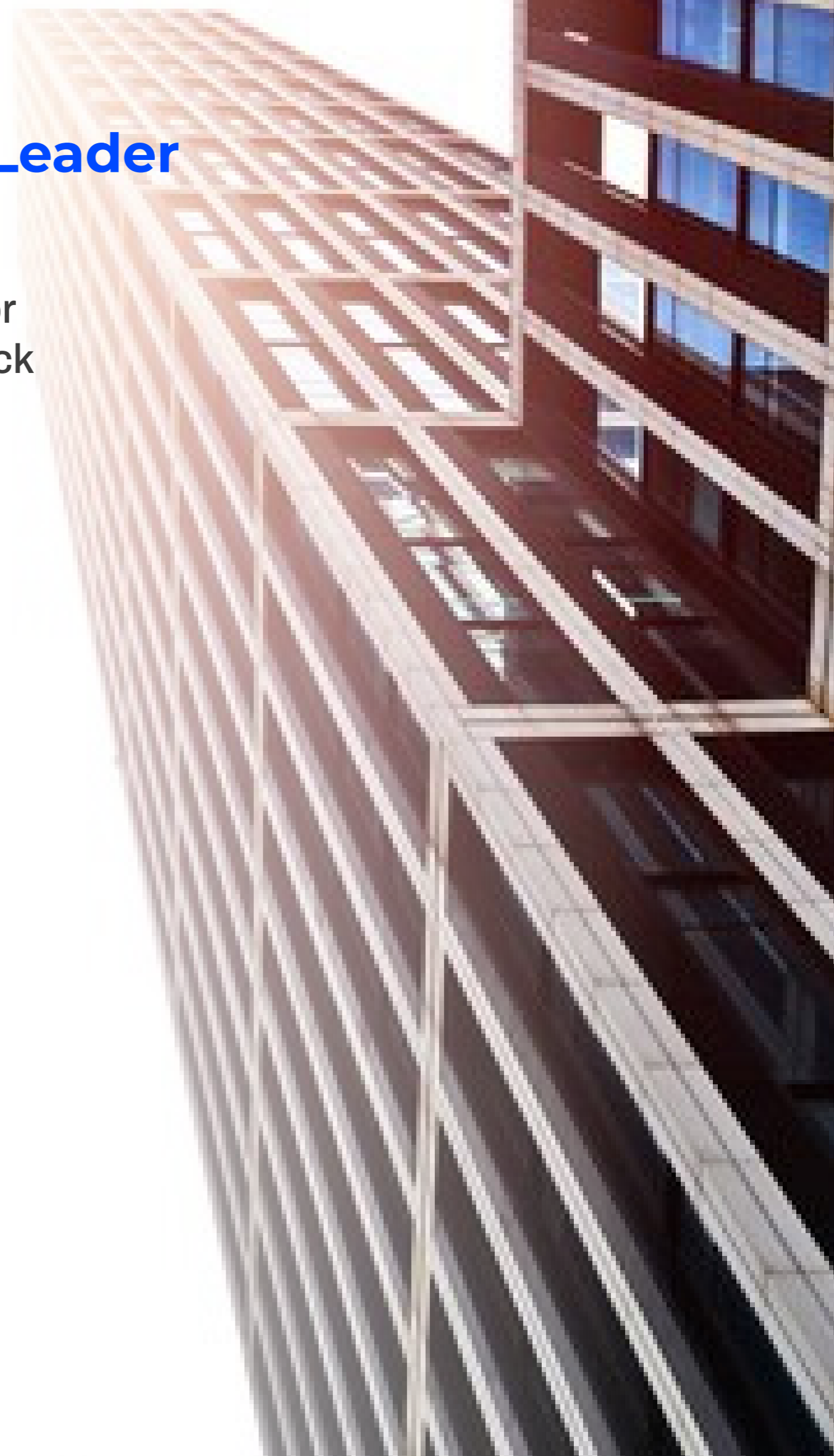
Case Studies under Women in Leadership
Research gap in Women's leadership
Implications of Research Gap in Women Leadership
Unconscious Bias
Diversity and Inclusion

Module 3: Becoming a Better Woman Leader

Self-Awareness and Personal Growth
Work-Life Balance and Success at the Workplace
Mastering networking and becoming an excellent negotiator
The power of emotional intelligence and strength of feedback

Module 4: Leadership Development

Essence of Leadership Development
Key Elements in Leadership Development
Benefits of Leadership Development
Developing a Leadership Model





2 LEADERSHIP & PROJECT MANAGEMENT FOR NGOS & DEVELOPMENT ORGANIZATIONS TRAINING WORKSHOP

Onsite Training(5days): **USD1200**

Online Training(2 Weeks): **USD700**

The Leadership in Project Management for NGOs & Development Organizations is an intensive and comprehensive training program designed to empower participants with the advanced knowledge and skills required to excel in project leadership roles within the non-profit and development sectors. This training provides an immersive and advanced learning experience that includes interactive discussions, practical exercises, and a focus on leadership aspects in project management. Participants will undergo intensive training which is designed to equip participants with project management skills, ensuring they are well-prepared to take on leadership roles in complex and impactful projects.

COURSE OBJECTIVES

- Develop advanced project management and leadership skills.
- Gain a deep understanding of project management principles and practices.
- Acquire leadership competencies to lead teams effectively.
- Learn to plan, execute, and close projects with a strategic approach.
- Make a significant contribution to the success of projects within NGOs and development organizations.

TRAINING PROGRAMME

Module 1: Project Management Fundamentals and Leadership Essentials

•*Sub-Topic 1: Understanding Project Management*

- Significance of Project Management
- Project Management vs. General Management
- Project, Program, Portfolio, and Operation Differences

•*Sub-Topic 2: Leadership in Project Management*

- Leadership Competencies for Project Success
- Leadership Styles in Project Management
- Leading Multidisciplinary Teams

•*Sub-Topic 3: Project Management Framework*

- The Project Management Life Cycle
- Types of Development Life Cycles (e.g., Agile, Waterfall)
- The Triple Constraint: Scope, Time, and Cost

Module 2: Project Initiation and Stakeholder Engagement

·Sub-Topic 1: Strategic Project Initiation

- The Project Initiation Phase
- Importance of a Well-Defined Project Charter
- Setting Clear Project Objectives and Goals

·Sub-Topic 2: Stakeholder Analysis and Engagement

- Steps in Stakeholder Analysis
- Stakeholder Identification and Mapping
- Effective Stakeholder Engagement Strategies

·Sub-Topic 3: Roles and Responsibilities

- Understanding the Project Sponsor's Role
- The Role of the Project Manager
- Defining the Project Customer's Role

Module 3: Advanced Project Planning and Risk Management

·Sub-Topic 1: Project Scope Definition

- Defining Product Scope vs. Project Scope
- Developing a Comprehensive Project Scope Statement

·Sub-Topic 2: Work Breakdown Structure (WBS)

- Creating an Effective WBS
- Identifying Work Package Characteristics

·Sub-Topic 3: Cost Estimation and Budgeting

- Advanced Cost Estimation Techniques
- Determining and Managing the Project Budget

·Sub-Topic 4: Project Schedule Development

- Creating a Detailed Project Schedule
- Value and Significance of the Project Schedule

·Sub-Topic 5: Project Risk Management

- Advanced Strategies for Risk Identification and Assessment
- Risk Mitigation and Response Planning
- Monitoring and Controlling Project Risks

·Sub-Topic 6: Project Baseline and Change Control

- Components of a Project Baseline
- Implementing Effective Project Change Control Strategies

Module 4: Leadership in Project Execution and Team Development

·Sub-Topic 1: Execution Phase Essentials

- Technical and Human Resource Aspects of Project Execution
- Monitoring and Controlling Project Progress

·Sub-Topic 2: Team Development and Leadership

- The Project Manager's Role in Team Development
- Navigating the Five Stages of Team Development

·Sub-Topic 3: Effective Communication

- Advanced Communication Methods in Project Management
- The Project Manager's Role in Facilitating Communication

·Sub-Topic 4: Conflict Resolution and Decision Making

- Advanced Conflict Resolution Options and Strategies
- The Decision-Making Process in Complex Projects

·***Sub-Topic 5: Project Review and Oversight***

- Types of Project Reviews
- Techniques for Effective Project Oversight

Module 5: Strategic Project Closure and Post-Project Analysis

·***Sub-Topic 1: Project Closing Activities***

- Key Activities Involved in Project Closure
- Benefits of Efficient Project Closeout

·***Sub-Topic 2: Post-Project Analysis and Continuous Improvement***

- Conducting a Post-Project Analysis
- Developing a Continuous Improvement Plan

·***Sub-Topic 3: Leadership Impact on Project Outcomes***

- Evaluating the Role of Leadership in Project Success
- Leveraging Leadership for Long-Term Organizational Growth

·***Sub-Topic 4: Strategic Thinking in Project Management***

- Applying Strategic Thinking to Achieve Long-Term Goals
- Leveraging Project Success for Organizational Advancement

·***Sub-Topic 5: Personal Leadership Action Plan***

- Developing a Personal Leadership Action Plan for Ongoing Improvement



CONTACT AND SUPPORT

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