INTEX MANAGEMENT INSTITUTE

Human Resource Management & Development, Online Trainers and Research Consultants

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Intex Management Institute offers Online and Distance Learning Diploma Course in Managing People and Projects in an Emergencies:

Start Date: 15th April 2020

Course End Date: 15th December 2021

Registration Deadline: 14th April 2020

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 Diploma course focuses on the theoretical and practical application of Disaster Management, management tools, techniques and approaches in the field, and on the nature of working in a humanitarian response.

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 outline

Module One: Introduction to Emergency and Disaster Management

a) Nature and impact of Emergencies
b) Basic DM terms & Concepts
c) The Management of Disasters
d) Hazards
e) Community Risk Assessment
f) Mitigation
g) Preparedness
h) Response
i) Recovery
j) Institutional and Organizational Framework for Disaster Risk Management.
k) Community-Based Disaster Risk Management (CBDRM)

Module Two: Introduction to Management

a) What Are Managers
b) Management Science: Theory and Practice
c) Economic, Social, and Environmental Performance
d) Functions of Management
e) Organizing
f) Leadership and Group Decision Making
g) Foundations of Group Behavior
h) Teams
i) Conflict
j) Communication
k) Non-Verbal Communications
l) The Process of Controlling
m) Control Techniques & Global Controlling
n) Strategizing
o) Directing
p) Grants and Finance Management

Module Three: Project Management

a) Introduction

b) Project Management Growth: Concepts and Definitions
c) Organizational Structures
d) Organizing and Staffing the Project Office and Team
e) Management Functions
f) Communications Management
g) Conflicts
h) The Variables for Success
i) Working with Executives
j) Network Scheduling Techniques
k) Risk Management
l) Contract Management
m) Modern Developments in Project Management

Module 4: Leadership

a) Introduction: The Nature of Leadership
b) Nature of Managerial Work
c) Effective Leadership Behavior
d) Leading Change and Innovation
e) Participative Leadership and Empowerment
f) Leadership Traits and Skills
g) Contingency Theories and Adaptive Leadership
h) Power and Influence Tactics
i) Dyadic Relations and Followers
j) Leadership in Teams and Decision Groups
k) Leaders & Stress Management
l) Decision-making and problem-solving

Eligibility:
The course is designed for project development managers, project leaders and team leaders, NGO staff, Community offers and leaders involved in implementing and designing community-based programs.

Course Organizers

Intex Management Institute was registered in 1983. We have been offering a wide range of Human Resource Management training programs both online and open

workshops, building capacity to enhance effective service delivery for NGOs, CBOs, Public and Private sector.

Currently we are training participants from various organizations such as UNDP – Burundi, World Food Programme – Zimbabwe, Red Cross – South Sudan, State Ministry of Education – South Sudan, MEDAIR – South Sudan, Norwegian Refugee – Liberia, Zenab for Women Development - Sudan, Action AID, Word Health Organization, AMREF, USAID, National AIDs Control Council, International Committee of the Red Cross,CRS South Sudan, Action Africa Help International among others.

Training methodology:

- **All training materials will be availed through online or distance learning.**
- **You are expected to submit assignments via email**
- **You will receive feedback from our committed instructors.**
- **Learn at your own time schedule**
- **At the end of the course you will be issued with a certificate.**

Other requirements

You will be required to use email, upload and download documents in MS-Word format.

Learning materials

Course materials and Assignments will be provided at the beginning of the course.

Course exercises

Students are required to test their own learning by completing exercises and tasks for each unit of the course.

Course Assignments

Students will be required to submit 8 assignments for the period of 8 months to demonstrate their understanding of the course content. At the end of the course training students will write a Research Paper.

Course Duration	**:**	**32 Weeks (8Months)**
Target Region	**:**	**Global**
Course Fee	**:**	**USD 400**
Language	**:**	**English**
General Contact	**:**	**Email: info@intexservices.co.ke**
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