

## Humanitarian Team Management

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### PRÉSENTATION

You are in a manager position? This training aims to strengthen your skills in order for your team to achieve its objectives all in a positive work environment. Learn the main methods and tools necessary to organise and mobilise your team members and develop their skills ; but also to be able to manage difficult situations and assume your HR responsibilities.

Our open training courses participants gave them an average score of 3.8/4 in 2020.

Discover our latest article on training the humanitarian actors in the Middle East. Sandra Perrot, Director of Operations, explains why it is so important for Bioforce to be present in Amman, Beirut and Erbil!

### LES POINTS FORTS DE LA FORMATION

- Group work
- Case studies

### EN SUIVANT CETTE FORMATION, VOUS OBTIENDREZ

- An HPass digital badge, a quality label recognised by the humanitarian community (subject to obtaining the average)
- A Bioforce attestation of competence (subject to obtaining the average)

## SKILLS TO BE COVERED

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By attending this open training course, you will strengthen your managerial position and support your team members towards performance objectives. And more specifically, you will know how to:

- Define the manager's responsibilities and adapt his management to the different situations
- Recruit and organise your team
- Accompanies team members toward objectives and coordinates activities
- Communicate positively and prevent conflict situations
- Evaluate the performance and strengthen the skills of team members

## TRAINING COURSE PROGRAMME

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**Day 1:** Manager's responsibilities: manager's role, situational management, and manager's tools

**Day 2:** Recruitment and team organisation: recruitment process, formalisation of job descriptions and development of different types of organisation chart

**Day 3:** Team animation and management by objectives: goal setting and support, coordination of activities, and animation of meetings

**Day 4:** Positive communication and conflict prevention: active listening, non-violent communication, and management of tensions

**Day 5:** Performance evaluation and skills development of team members

## PROFILE

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This training course is for you if you meet one of the following criteria:

- You are currently working with a NGO, national or international, and you occupy (or wish to occupy) a managerial position
- You aspire to integrate the international solidarity sector and you wish to strengthen your skills in team management in humanitarian sector

## APPLICATION

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### Step 1: Application

The deadline for applications is two weeks before the start of a training course. Given the limited number of places for each course, it is preferable to apply as early as possible. If you are receiving support, it is recommended that you apply no later than 3 weeks before the start of the course.

To apply by clicking on the “Register” button below, please have your CV in PDF format. You will then receive an order form to return to us. Your application will be studied once you have completed and returned this order form.

### Step 2: Pre-registration

If your application meets the necessary prerequisites, you will receive a pre-registration email. In order to finalize your pre-registration, you will be asked to pay the full amount of the training fees within a given deadline.

If you benefit from a partial or total coverage of the training (by an OPCA or by your employer), the financing agreement will have to stipulate the amount covered by the organisation.

### Step 3: Registration

Once the payment of the training fees or the financing agreement of your OPCA is received, you will receive a final registration email, accompanied by a convocation with all the practical details relating to the training.

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