

## Humanitarian programme: managing people & organisations

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### ABOUT THIS TRAINING COURSE

This course is one of the 4 modules of a diploma course named **Humanitarian Programme Manager (HPM)**: you will thus be joining a group of trainees attending this entire diploma course. If you are interested in this diploma but unable to attend this three-month-long training programme, please note that we offer you the possibility to attend its 3 other modules at your own pace.

**86.9%** is the satisfaction rate expressed by participants in open courses in 2023.

### STRENGTHS OF THE TRAINING COURSE

- Group work
- Practical exercises
- Case studies

### BY ATTENDING THIS TRAINING, YOU WILL GET

- 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 know:

- To enable participants to choose and apply appropriate tools to manage themselves, other people, and organisations involved in humanitarian programmes
- To provide participants with the appropriate methods & tools to develop, facilitate, monitor & evaluate training activities

## TRAINING COURSE PROGRAMME

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- Managing People, training methods, introduction to management, recruitment process, annual appraisal interview, organisation charts, and conflict management and negotiation
- Strengthening organisational capacity, developing strategy, applying strategic thinking to team performance
- Developing effective and healthy teams and leading change
- Training Method
- Exam

## PREREQUISITES

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### Profile

This training course is for you if you are already working or would like to work as a manager in the humanitarian sector.

### Prerequisites

mandatory Bachelor's degree B.A. English language level required: B2 minimum (according to [European language levels – Self Assessment Grid](#))

## APPLICATION

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### Step1: application

Click on the "Register" button at the bottom of this page, and complete the form. You will then receive an email (remember to check your Spam folder) giving you access to your Application Platform, where you can complete your application (you will be asked to provide a CV) and pay your training fees (or download your training funding agreement). [Get a video preview of your Application Platform](#)

Please note:

- The application deadline is two weeks before the start of the course.
- Given the limited number of places available, we recommend that you apply as early as possible (particularly if you intend to benefit from financial support).

### Step 2: admission

Once your application is complete (particularly your CV and training expectations), we will review it. We will inform you of your admission within 10 days by e-mail and on your Application Platform.

### Step 3: registration

Once we have received payment of the training fees (or financing agreement), and **subject to availability of places**, you are enrolled! You will then receive confirmation by e-mail, including all the practical details of the training course (location, detailed schedule, etc.). Enjoy your training!

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