



Training Catalogue

2022



[humanitalents.com](https://www.humanitalents.com)





Training Catalog

2022

Since its creation in 2017, Humanitalents has tasked itself with supporting NGOs by **strengthening skill-set and capacities of their collaborators.**

By developing comprehensive, **innovative and practical training courses**, we intend to meet their specific requirements regarding any know-how that needs consolidating and inter-personal skills to be enhanced.

Our full offer is available both in English and French, either remotely or in-class.

our blended learning
PROGRAMMES

our training
courses

our workshops





Our blended learning programmes

[2]

Our blended learning approach combines three skills development methods:

- **Group training sessions**, in the form of half-day modules. Using a fun and friendly approach, thanks to a wide array of collective intelligence tools, our training courses rely greatly on experience-sharing processes, so each participant can refer back to their own experiences and consider how they could concretely apply the concepts we address.
- **Collective, co-development sessions**: this learning methodology relies on collective intelligence and sharing between peers. During trainer-led discussions, each participant talks about a difficult situation they have been facing, and then call upon the rest of the group to help search for possible solutions.
- **Individual coaching sessions** (optional), open to any manager willing to work on their own professional challenges in a confidential environment with the help of a certified coach.



Becoming a constructive and inspiring manager

PROGRAMME 1

Building a clear understanding of team management keys & tools, so managers can question themselves and reassure their employees by developing a trusting relationship with them.



Who is it aimed at?

First-time or experienced managers, local managers, senior managers, head-office or in-field managers. Groups made up of 6 to 10 participants.



What will be taught?

Tailored content to be specified during a prior meeting aiming to analyse your needs based on the modules detailed here.

- 1 • **Introduction** - Manager's roles & responsibilities, how to define leadership.
- 2 • **The leader's attitude** - Beliefs & relationship dynamics, shining a light on unconscious factors that affect our behaviors.
- 3 • **Knowing yourself and others better, to better work together** - Coaching & neuro-linguistic programming tools.
- 4 • **Efficient communication** - Basic tools for ensuring positive communication, active listening and constructive feedback.
- 5 • **Adapting your management style** to each situation & each employee, or theories & practices relating to situational management.
- 6 • **Creating the right conditions for boosting motivation** - Theories of motivation, knowing how to give meaning & recognition.
- 7 • **Assessing and developing skills** based on job sheets & annual assessments, learning to delegate.
- 8 • **Making decisions and stimulating collective intelligence** - Tools for better decision-making, learning to lead efficient meetings.
- 9 • **Developing your emotional intelligence & managing conflicts** - Emotional intelligence theories, emotion management, stress management, learning to mitigate conflict.
- 10 • **Managing your time and priorities** - Fighting against procrastination, improving productivity & planning.
- 11 • **Developing your leadership skills and self-esteem** - Overcoming your imposter syndrome, conquering social anxiety & performance anxiety.
- 12 • **Remote management** - Risks and benefits, tools & good practices for working from home, workday reorganisation, adjusting your management style.
- 13 • **Well-being in the workplace, stress management & burnout prevention** - Conditions for ensuring well-being at work, preventing risks, enhancing coping mechanisms & setting boundaries.
- 14 • **Change management** - Change management stages, change management tools, communication & participation.
- 15 • **Taking action** : In conclusion, how to apply the theories learned as part of an individual action plan.



Becoming a strategic HR partner

PROGRAMME 2

Proficiency in HR management & knowing what is at stake, with a view to becoming a key strategic partner during all operational stages.



Who is it aimed at?

In-field HR managers/coordinators who are starting out, in junior positions, experiencing difficulties or wishing to gain in autonomy, and who want to get some perspective at a higher level.



What will be taught?

Tailored content to be specified during a prior meeting aiming to analyse your needs based on the modules detailed here.



- 1 • **Introduction - The cornerstones to fair HR management:** HR management challenges, considering male/female and gender equality, employer image/brand.
- 2 • **Taking a stance as a strategic HR partner** - Questioning beliefs, learning to endorse your role & importance of inter-personal skills.
- 3 • **Human resource management - Shared responsibility, HR functions and manager support:** HR roles, manager responsibilities, role & responsibility guides.
- 4 • **Promoting good quality of life in the workplace, employer rights, employee rights** - Basics of good quality of life in the workplace, giving meaning to work & motivational processes.
- 5 • **Creating HR management tools** - Job descriptions & organisational charts, legal framework - Workplace regulations & contracts, disciplinary framework.
- 6 • **Learning about salary basics** - Bonuses, compensation, positioning rules when hiring and horizontal promotions, personalised salaries, concept of unique compensation.
- 7 • **Establishing a compensation policy** - Taking gender into consideration when drawing up compensation policies, function grids and salary scale.
- 8 • **Establishing a recruitment policy** - Taking gender into consideration during recruitment, stages of the recruitment process, positive applicant experience, in-house vs. external recruitment.
- 9 • **Investing in talent potentials & developing skills, establishing a training policy** - Considering gender when establishing the skills development policy, creating a good learning environment (training, delegation, coaching, mentoring, on-the-job support, etc.), elaboration of a training plan, processes & follow-up.
- 10 • **Investing in talent potentials, career management tools:** assessing skills, 360 assessments, strategic workforce planning.
- 11 • **Developing a strategic HR vision** - To conclude, taking action: drawing up a communication strategy, individual action plan & identifying key HR projects within your organisation.



Our training courses

[4]



Heading an annual Performance evaluation [HPE]

TRAINING COURSE 1



Who is it aimed at?

Groups made up of 6 to 10 junior or experienced managers. Participants looking for support in better appreciating their employees' skills.



How long does it last?

- 1 day
- + 1 half-day for follow-up + 3 months (optional)



What are the learning goals?

- Knowing the difference between skills assessment and performance assessment. Learning to set SMART objectives.
- Learning about skills management tools.
- Finding out the challenges of performance evaluation.
- Learning to provide constructive feedback.
- Traps to be avoided.
- Performance evaluation methodology.
- Following up on the evaluation

Managing your time and priorities [MTP]

TRAINING COURSE 2



Who is it aimed at?

Groups of 6 to 10 participants. All NGO profiles wishing to review their organisation at work and boost productivity.



How long does it last?

- 4 half-days
- + 1 half-day for follow-up + 3 months (optional)



What are the learning goals?

- Assessing your workload.
- Setting priorities.
- Knowing how to plan.
- Identifying “time-killers” and avoiding them.
- Heading efficient meetings.
- Knowing how to delegate.
- Building self-awareness and respecting your biological rhythm.

Heading an efficient recruitment [HER]

TRAINING COURSE 3



Who is it aimed at?

Groups made up of 6 to 10 Operations or HR managers wishing to boost their recruitment skills.



How long does it last?

- 1 day
- + 1 half-day for follow-up + 3 months (optional)



What are the learning goals?

- Conducting a needs analysis in line with the employer's brand
- Defining recruitment processes and methodologies
- Improving your stance as a recruiter and identifying any cognitive biases
- Ensuring positive candidate

Remote management [RM]

TRAINING COURSE 4



Who is it aimed at?

Groups made up of 6 to 10 junior or experienced managers looking for support in improving their remote management practices.



How long does it last?

- 1 day
- + 1 half-day for follow-up + 3 months (optional)



What are the learning goals?

- Knowing your strengths and weaknesses when it comes to remote work.
- Understanding the specificities of managerial relationships when working from home.
- Adapting communication to remote relationships.
- Using digital collaborative tools.



Our workshops

[4 + 1 SERIOUS GAME]



Giving value to your VIS programme and building up your career path

WORKSHOP 1



Who is it aimed at?
Groups of 10 returning volunteers.



How long does it last?
• 1 day



What are the learning goals?

- Capitalising on personal experience.
- Identifying any acquired skills.
- Preparing your career project.

Raising awareness about ethics for NGO workers

WORKSHOP 2



Who is it aimed at?
For 20 to 40 participants.
All NGO profiles.



How long does it last?
• 3 hours



What are the learning goals?

- Knowing about the ethical framework in place at field level.
- Being made aware of power abuse risks.
- Being made aware of sexist and sexual violence risks.

Building a team identity: meaning and values

WORKSHOP 3



Who is it aimed at?
Groups of 10 to 20 participants
from the same head-office or in-fieldteam.



How long does it last?
• 1 day



What are the learning goals?

- Knowing the stages of team development.
- Bringing your team to maturity.
- Identifying team values.
- Lining those values up with behaviour and strategy.

Questioning and improving practices when working from home

WORKSHOP 4



Who is it aimed at?

Groups of 10 to 20 participants.
All NGO profiles.



How long does it last?

• 2 hours



What are the learning goals?

- Being aware of your practices when working from home, thanks to fun and educational tools that can help boost efficacy.

Discovering humanitarian work with Mission Needistan

SERIOUS GAME



Who is it aimed at?

For 20 to 40 participants.
Participants starting their 1st in-field mission, or head-office interns and volunteers.



How long does it last?

• 3 hours



What are the learning goals?

- Learning more about the different humanitarian profiles and expertise.
- Understanding interactions between a mission's various stakeholders.

**Should you have any questions
or wish to be sent a personalised
quotation, feel free to contact us:**

FORMATION@HUMANITALENTS.COM



[humanitalents.com](https://www.humanitalents.com)

