



Training courses & capacity development catalogue

2023



humanitalents.com

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2023

Since its creation in 2017, Humanitalents supports NGOs in **strengthening their employees' skill-sets in terms of team management and human resource management.**

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

Our Blended Learning programmes

Our training courses

Our workshops

Other support services



Our blended learning programmes

[2 PROGRAMMES]

Our **blended learning** approach combines several skills development **methods**:

- **Group training sessions, in half-day modules (3h30)**. Led in a fun and friendly way using a wide array of **collective intelligence tools**, our training courses combine theoretical knowledge, experience-sharing and practical exercises - thus enabling each and every participant to **apply the concepts discussed in a concrete manner**.
- **Collective, co-development sessions, lasting 1h30**: this learning method relies on collective intelligence and peer-to-peer exchange; during these discussions, which we facilitate, each participant **talks about a difficult situation** they have been confronted to, and is accompanied by the **group in the search for possible solutions**.
- **Group coaching sessions lasting 2h**, led by a certified coach that aim to accompany participants with their own development plan, by using the group's collective resources.
- **Individual coaching sessions lasting 1h30** (optional), open to anyone and led by a certified coach with a view to working confidentially on personal challenges.



Becoming a constructive & inspiring manager

PROGRAMME 1



Target audience:

Junior or experienced managers who wish to develop or consolidate their management experience



Duration:

3 to 7 days depending on the number of modules selected, ideally scheduled over a period of 1 to 6 months (adjustable)



Prerequisites:

None



Rate:

Intra : on quotation

Inter : see page 23

A few figures in 2022

158 NUMBER OF PARTICIPANTS

95% OF PARTICIPANTS WERE
"SATISFIED OR EXTREMELY SATISFIED"

Managers and teams working in the field of international solidarity often operate in highly responsive environments. They face an increasing number of challenges, requiring them to constantly adapt and anticipate.

Drawing on our experience, we here at Humanitalents are convinced that combining self-care & emotional intelligence with the search for higher performance can have a positive impact in the field of management.

Our training course aims to provide managers with fundamental tools to help them evolve in full awareness and act as "constructive and inspiring managers".

Above and beyond mere management techniques, the purpose of the course is to help participants get some perspective with regard to their practices, and enhance their ability to create a collaborative environment where employees may forge meaningful relations, feel fulfilled and grow - thus driving higher performance.

Becoming a constructive & inspiring manager

PROGRAMME 1

Module 1 • Taking on your role & responsibility as a Manager

- Understand the difference between management and leadership;
- Clearly define the manager's roles and responsibilities: balance one's focus and energy according to one's multiple responsibilities;
- Discover the concept of Secure Base Leadership- identify the advantages & areas for improvement of a Secure Base Manager.

Module 2 • Enhancing your stance as a manager

- Identify your management beliefs, and question them to broaden your perspectives;
- Use developmental feedback to build on your strengths and better guide your development;
- Gain in confidence and adopt the right stance.

Module 3 • Communicating in a positive and effective manner

- Recall the essential principles of positive communication;
- Practise active listening skills, questioning and rewording to make interactions easier;
- Provide constructive feedback in an efficient and caring manner.

Module 4 • Adapting your management style

- Describe the 4 main management styles, their features and advantages depending on the situation at hand;
- Distinguish your employees' various levels of development and understand their needs;
- Practise adopting the appropriate management style depending on the situation, to enhance autonomy and improve performance.

Module 5 • Creating the conditions for Motivation

- Recognise the different sources of motivation at work;
- Identify each employee's biggest motivating factor and knowing how to adjust to it;
- Implement useful action plans to boost motivation within the team.

Module 6 • Delegating to empower

- Being clear about what delegating means, and knowing how to empower your employees;
- Explore your personal hindrances and changing your delegation practices;
- Choose the appropriate level of delegation depending on the situation;
- Hold a structured conversation aiming to delegate tasks to an employee.

Module 7 • Stimulating Collective Intelligence

- Discover the purpose of collective intelligence;
- Develop new practices to improve the quality and efficiency of team meetings;
- Use collective intelligence techniques to resolve dilemmas (Six Thinking Hats, decision by consent).

Module 8 • Remote management

- Explore key challenges and reflect on best practices in remote work;
- Adapt your actions by identifying your team's/employees' specific needs remotely;
- Choose the right digital tools to manage a remote relationship;
- Uphold personal efficiency & self-care as a remote manager.

Module 9 • Preventing & managing conflicts

- Recognise the different types of conflict, their main underlying causes and their effects;
- Identify the phases and dynamics of a conflict;
- Distinguish 5 approaches to conflict management, their goals and limitations;
- Resolve conflicts using a collaborative approach (interest-based negotiation).

Module 10 • Managing your time & priorities

- Making sure you are aware of your practices in terms of organisation and priority management;
- Avoiding "time-wasters" to boost efficiency;
- Knowing yourself better and fighting against over-investment.

Module 11 • Efficiency in a matrix management role

- Adopt the approach and mindset required to navigate in a matrix mode;
- Explain the specific aspects and pillars of cross-functional collaboration;
- Forge and maintain various partnerships;
- Identify the key skills of a functional manager: assessing your assets and areas of improvement.

Module 12 • Managing a multicultural team

- Detect the challenges faced in the context of intercultural management;
- Decipher cultural codes & differences that have an impact on collaboration;
- Find and implement best practices for managing a multicultural team.

Module 13 • Implementing your development plan

- Visualise and define your specific personal development goals;
- Elaborate your associated personal development plan;
- Identify actions to support your progress.



Becoming a strategic HR partner

PROGRAMME 2



Target audience:

HR Managers / Coordinators wishing to strengthen their stance and position themselves more strategically within their role, Administrative Managers / Coordinators wishing to specialise in HR



Duration:

3 to 10 days depending on the number of modules selected, ideally scheduled over a period of 1 to 6 months (adjustable)



Prerequisites:

None



Rate:

Intra : on quotation

At Humanitalents, people are the center of our concerns.

Following the pandemic, with remote work becoming increasingly popular and the arrival of new generations of workers with different needs, organisations and the relationship to work are undergoing a deep shift: HR functions, beyond transactional management, play a vital role in anticipating and supporting organisational transformations as challenges unfold.

Our training thus aims to enable HR professionals to develop their stance and interpersonal know-how, to better act as “Strategic HR partners”, able to provide support, to identify strategic challenges and to be proactive (both with the teams and with senior management) - to accompany any changes and ensure the smooth running of operations.



Becoming a strategic HR partner

PROGRAMME 2

1 - Positioning yourself on the strategic HR dimension

Module 1 - 1 • Understanding your role as a strategic HR partner: what is expected?

- Clarify your vision and the role of the HR function;
- Analyse the organisation's challenges and expectations concerning HR partners;
- Required skills: assess your assets and areas of improvement.

Module 1 - 2 • Building an HR strategy & elaborating an action plan

- Develop an HR diagnosis by incorporating monitoring elements related to its context;
- Identify development needs, involving key stakeholders to implement the organisation's strategy;
- Formulate strategic HR priorities with relevant result indicators;
- Translate the strategy into an action plan for the HR function.

Module 1 - 3 • Managing & implementing changes

- Identify the goals, challenges and obstacles of a project aiming to bring change within the HR function for your organisation;
- Understand the stages of grief following a major change, to better support those going through it;
- Involve stakeholders and create collective momentum;
- Build a roadmap to carry out your project;
- Have an impact when presenting your project to encourage acceptance.

2 – Optimising and rolling out strategic HR systems

Module 2 - 1 • Defining & implementing a remuneration policy

Part 1:

- Analyse your compensation system;
- Take into account legal, socio-economic and gender equality issues;
- Identify any required modifications to the position classification grid;
- Design and conduct a benchmark of HR practices amongst targeted comparators;
- Set objectives for the new compensation policy and formulate associated recommendations.

Part 2:

- Establish a salary grid;
- Build a salary increase matrix and budget;
- Simulate different implementation scenarios according to budgetary constraints;
- Define a communication strategy to deploy the new compensation policy;
- Manage exceptional individual cases.

Module 2 - 2 • Investing in human potential: Managing performance, skills & building up career paths

- Identify any internal challenges linked to strategic workforce planning;
- Integrate different performance and career management tools: appraisal interviews, 360° evaluation, competency framework, identifying potentials, career paths;
- Raise awareness and support managers in the effective implementation of these tools;
- Manage reviews, mobility plans, succession plans and skills development plans.

Module 2 - 3 • Optimising & boosting recruitment

- Assess & develop your recruitment process;
- Integrate gender, disability and diversity issues into your recruitment policy;
- Add value to the employer brand through the recruitment process;
- Define appropriate recruitment, sourcing and selection strategies;
- Implement management tools.

Module 2 - 4 • Implementing a regulatory framework & managing social relations

- Ensure the effective implementation of a regulatory framework for your organisation (IR, contracts, discipline);
- Organise social monitoring regarding any legal change and analyse the risks to update your framework accordingly;
- Measure your organisation's social climate and detect any signs indicating fore-coming change;
- Implement individual and collective rituals to manage social relations;
- Manage tense individual and collective situations.

Module 2 - 5 • Defining & implementing a training policy

- Develop and implement a training policy in line with the organisation's overall strategy;
- Create the right conditions for a good learning environment;
- Define, plan and conduct the main steps to deploy your training policy: from identifying needs, elaborating a training plan, selecting & managing partners, approving the budget and measuring the impact of training activities;
- Communicate in a transparent and visible manner with the staff and managers throughout all these steps.



Becoming a strategic HR partner

PROGRAMME 2

Module 2 - 6 • Promoting quality work life & preventing psycho-social risks

- Understand the structural causes of suffering in the workplace;
- Identify the various psycho-social risks at play;
- Know how to implement preventive measures.

3 - Enhancing your relational posture & know-how

Module 3 - 1 • Being a driving force

- Clarify the needs and expectations of different stakeholders;
- Apply problem analysis methods to formulate relevant recommendations;
- Demonstrate professional ethics when it comes to solving a dilemma;
- Communicate difficult messages to a wide audience.

Module 3 - 2 • Developing your relational know-how

- Question your beliefs and allow your mindset to evolve;
- Practise listening and positive communication techniques to ensure quality dialogue;
- Use coaching tools to better accompany managers in their responsibilities;
- Develop your ability to negotiate and convince.

Module 3 - 3 • Being efficient in a multicultural environment

- Identify collaboration and HR management challenges in a multicultural environment;
- Decipher cultural codes and differences;
- Build bridges to promote a diverse and inclusive environment.

Module 3 - 4 • Embodying the organisation's values and bringing them to life

- Draft and conduct a values audit;
- Help develop a values charter shared by all;
- Implement best practices to bring these values to life on a daily basis.

Module 3 - 5 • Adopting a mediator's posture stance to resolve conflicts

- Identify the causes and underlying mechanisms leading to conflict situations;
- Manage the emotional aspect of the people involved ;
- Understand the various approaches, powers and plays at hand;
- Use mediation tools to handle conflict situations in the workplace.

4 - Implementing your development plan

Module 4 - 1

- Visualise and define your specific personal development goals;
- Elaborate your associated personal development plan;
- Identify actions to support your progress.





Our standard training courses

[6 TRAINING COURSES]

Conducting an annual skills assessment interview

FORMATION 1

The skills assessment interview is a key moment in the managerial relationship. It aims at acknowledging and praising the work done by the employee over the given period, as well as setting new objectives for the upcoming year.

As a motivational lever and powerful management tool, this ritual should be perceived as a key time for managers and employees to discuss and exchange. However it is still too often neglected and approached with apprehension on both sides.

Our training course provides practical assessment techniques allowing managers to conduct their interviews objectively and with complete peace of mind.



Target audience:

Managers looking for support in better assessing their employees' skills



Duration:

- 1 full day
- + 1 half-day for follow-up + 3 optional months



Prerequisites:

None



Rate:

Without option: 2000€
With option: 2500€

Content:

Module 1 •

Successfully carrying out the entire evaluation process

- Identify the issues and challenges related to appraisal interviews;
- Structure and manage the different phases, from preparation to conclusion;
- Set operational and SMART development goals;
- Ensure an objective assessment based on facts;
- Elaborate a development plan for employees.

Module 2 •

Reinforcing your relational know-how to make the interview process easier

- Practise active listening techniques to encourage discussions;
- Use the constructive feedback model;
- Alleviate tension and manage difficult situations during interviews.

Managing your time & priorities (MTP)

FORMATION 2

The issue of time management has become ever-present in our work. More so than ever before, we are asked to meet productivity requirements when it is increasingly difficult to avoid distractions and allow ourselves to disconnect. Furthermore, the humanitarian sector has its own constraints as it encourages people to over-invest and always remain available.

How to be productive whilst preserving your well-being? How to be more efficient without killing yourself in the process? How to question the beliefs conveyed by the humanitarian sector whilst meeting job requirements? In response to these questions, our time & priority management course helps participants become aware of certain behaviours so they may transition out of them gently and sustainably.



Target audience:

Anyone working in the international solidarity sector wishing to question their time & priority management practices, and improve their personal efficiency



Duration:

- 4 half-days
- + 1 half-day for follow



Prerequisites:

None



Rate:

Without option : 2900€
With option : 3400€

Content:

Module 1 •

Managing my time & priorities

- Become aware of your beliefs and practices when it comes to organisation;
- Fight procrastination;
- Assess your workload.

Module 2 •

Prioritising & planning

- Lighten your mental workload;
- Set priorities;
- Knowing how to plan.

Module 3 •

Gaining in efficiency

- Identify “time-wasters” and avoid them;
- Know how to delegate;
- Avoid over-investment.

Module 4 •

Knowing and respecting yourself

- The importance of taking a break and knowing how to “settle down”;
- Listen to yourself and acknowledge your stress levels;
- Put into practice concrete actions.

A few figures in 2022

78 NUMBER OF PARTICIPANTS

100% OF PARTICIPANTS WERE
"SATISFIED OR EXTREMELY SATISFIED"

NEW!

Managing your time and priorities (MTP) as part of a group coaching session

FORMATION 3

In this format, participants are invited to reflect on these topics introspectively, and to delve even deeper thanks to specific exercises and discussions.

Exchanging with peers allows sharing of good practices and gain perspective thanks to everyone's contribution.

The awareness of one person benefits all and allows each person to progress even quicker.



Target audience:

Anyone working in international solidarity wishing to question their time & priority management practices, and change their behaviour in a sustainable way



Duration:

• 6 sessions each lasting 2h



Prerequisites:

None



Rate:

Intra : 2600€

Content:

Session 1 •

Identifying your beliefs in terms of organisation and time management & questioning them.

Session 2 •

Being aware of your behaviours and habits & transforming them.

Session 3 •

Alleviating your mental workload and learning to let go.

Session 4 •

Gaining in efficiency & managing priorities better.

Session 5 •

Productivity and focus and avoiding time-wasters.

Session 6 •

Knowing your limits and having others respect them.

Conducting effective recruitments

FORMATION 4

Given the increasingly complex employment market, filling the position with the candidate who best meets the defined criteria and within the given timeframe while ensuring a positive candidate experience is becoming a real challenge.

To that you may add the complexity of recruiting in the humanitarian sector, caused by the high turnover and resulting in constantly renewed human resources in the field.

Our course aims to help participants better grasp the challenges pertaining to recruiting the right person, become proficient in interview techniques, develop the appropriate stance and implement an effective integration process.



Target audience:

Operational managers or HR staff playing an active role in the recruitment process, or wishing to strengthen their recruitment skills



Duration:

• 2 days



Prerequisites:

None



Rate:

Intra : 3200€

Content:

Module 1 • Identifying recruitment issues & challenges

- Understand the challenges to do with gender, disability and diversity during recruitment;
- Conduct a needs analysis and establish specific criteria and indicators;
- Add value to the employer brand through the recruitment process;
- Find the right sourcing strategy to face shortage of applications.

Module 2 • Effectively assessing an applicant's skills during a recruitment interview

- Master active listening techniques;
- Know the different types of questions (open, closed, guided/oriented, neutral, etc.);
- Apply the CBI questioning technique;
- Detect any breaches in the meta-model and requestion.

Module 3 • Developing your posture as a kind recruiter

- Identify the right practices to ensure constructive discussions;
- Know the possible cognitive biases to remain objective;
- Align with the organisation's values and culture;
- Provide constructive and substantiated feedback to candidates.

Module 4 • Integrating a new employee

- Identify the challenges of integration;
- Determine the key steps and success factors for each integration phase;
- Build an integration process;
- Conduct an interview at the end of the integration period.

Remote management (RM)

FORMATION 5

While the health crisis has pushed organisations to develop new work methods, resulting in the emergence of hybrid work, the humanitarian sector has historically had to adapt to remote work constraints, entailing added agility.

Our course on “remote management” helps participants clearly understand what remote management relations entail in terms of adjustment at both organisational and relational levels.

At the end of this training, participants will have developed a sound base of good remote management practices.



Target audience:

Junior or experienced managers looking for support in improving their remote management practices



Duration:

- 1 full
- + 1 half-day for follow-up (optional)



Prerequisites:

None



Rate:

Without option : 2000€
With option : 2500€

Content:

Module 1 • Exploring the main challenges & reflecting on good practices of remote work

- Identify the challenges and specificities of remote management: effects, opportunities, impact on organisation and relations;
- Reflect on remote management practices: how to adjust?
- Clarify expectations and key skills of a manager in a remote environment: assess your assets and areas of improvement.

Module 2 • Diagnosing one's needs and those of your remote collaborators to better respond to them

- Identify the psycho-social risks of working remotely;
- Analyse your employees' specific needs to reduce any risks at hand;
- Assess how your team functions remotely and implement individual and collective rituals adapted to their needs.

Module 3 • Adapting your communication & integrating digital tools to facilitate remote work

- Co-construct new habits to do with communication;
- Explore the different types of digital tools, to improve remote efficiency, as well as their purpose and conditions for use;
- Use online tools to facilitate and conduct effective remote meetings.

Module 4 • Upholding personal efficiency & self-care as a remote manager

- Identify the main levers of personal efficiency and implement associated actions;
- Become aware of your practices in terms of organisation and priority management;
- Organise your space to enhance productivity and maintain a good balance between your personal and professional life.



NEW!

Functional Management (FM)

FORMATION 6

Given the need to integrate new approaches and different kinds of expertise to serve their actions, organisations often rely on cross-functional collaboration, and managers need to be able to coordinate, encourage action and promote cooperation between stakeholders without there being any hierarchical link.

This type of management - known as functional - involves a change in posture and mindset, and the use of skills that differ from standard “hierarchical management”. All this can be learnt.

Our course is aimed at anyone working in a functional relationship and allows to understand the key approaches and elements required for cross-functional collaboration, and to be equipped with the essential tools to enhance ones posture and practices, making them even more efficient in their role.



Target audience:

Manager or collaborator holding a functional role



Duration:

- 1 full
- + 1 half-day for follow-up (optional)



Prerequisites:

None



Rate:

Without option : 2000€
With option : 2500€

Content:

Module 1 •

Moving from “hierarchical” to “matrix” management: what changes are involved?

- Define the appropriate approach and mindset for navigating in matrix management mode;
- Explain the specific aspects and pillars of cross-functional collaboration;
- Identify the key skills of a functional manager: assess your assets and areas of improvement.

Module 2 •

Developing your functional efficiency

- Build and cultivate partnerships in multi-party relationships;
- Develop your ability to influence and feel empathy, with a view to co-constructing together;
- Apply certain techniques to facilitate collective decision-making.



Our workshops

[6]

Valuing my Volunteer work in International Solidarity (VSI) and building up my career path

WORKSHOP 1



Target audience:

Group of 10 returning International Solidarity Volunteers



Duration:

• 1 day



Rate:

1300€



Learning goals:

- Capitalising on your experience
- Identifying acquired skills
- Preparing your professional project

Raising awareness about ethics when on a mission

WORKSHOP 2



Target audience:

For 20 to 40 people, all NGO profiles



Duration:

• 3h



Rate:

750€



Learning goals:

- Knowing about the ethical framework in place on mission
- Being aware of the risks of abuse of power
- Being aware of the risks of sexist and sexual violence

Discovering humanitarian work with Mission Needistan

EDUCATIONAL GAME



Target audience:

For 20 to 40 people, for those starting their first field mission or as a head-office volunteer



Duration:

• 3h



Rate:

750€



Learning goals:

- Knowing the various humanitarian careers available
- Understanding the interactions between the different stakeholders
- Becoming familiar with the realities of afield mission

Building a team identity (meaning & values)

WORKSHOP 3



Target audience:

For 10 to 20 employees from the same HQ or field team



Duration:

• 1 day



Rate:

1500€



Learning goals:

- Knowing the stages of team building
- Identifying team values
- Lining values up with behaviour and strategy

Developing team relationships and collaboration using the DiSC® method

WORKSHOP 4



Target audience:

For 10 to 20 employees all from the same head-office or in-field team



Duration:

• 1 day



Rate:

- Everything DiSC® questionnaire + 1h30 individual feedback interview with a coach: **250€ / participant**
- 1 day team workshop: **1500€**



Learning goals:

- Recognising your preferred style (based on the DISC tool) and what impact it has on others
- Appreciating the strengths of other styles as well as those of the team
- Identifying strategies to build more efficient collaborative relations within the team

Prior to the training course, each participant needs to have completed their Everything DiSC® questionnaire and received a personalised report.

Questioning & improving practices when working remotely

WORKSHOP 5



Target audience:

For 10 to 20 people, all NGO profiles



Duration:

• 3h



Rate:

750€



Learning goals:

- Being aware of your practices when working remotely, thanks to fun and educational tools than can help boost efficiency



NEW!

Our other capacity development services

Mentoring

Mentoring is a support which aims at transferring technical skills, gaining perspective and working on the mentee's posture. It begins with a diagnosis phase, essential to ensure the programme's success, as it establishes what has already been acquired and what is expected.

This diagnosis is made using several tools which we will put at your disposal (self-assessment, 360 evaluation, personality questionnaire).

Following this diagnosis and based on its results, goals will be set for the next phase. This being done, the second and main phase of the mentoring programme can begin, which consists in supporting the mentee around several axes.

→ Theoretical knowledge;

→ Inspiring reflections through videos or articles;

→ Exercises: case studies and concrete scenarios will allow the application of theories learned;

→ Mentoring interviews: meetings between the mentor and mentee to review the theories learnt, what inspiration was drawn from it, exercises and correction to respond to questions brought; the mentee is given advice and feedback so they can improve. Each session will lead to a discussion about the topics covered, and will help verify that the necessary knowledge has been acquired, or if more in-depth training is needed. Each session will be summarised in a report to ensure better follow-up.



Rate:

150€ per 1h30 session



Personal coaching

Coaching leads to the awakening of self-awareness and self-transformation. In a professional setting, it aims to help people act on their development, performance and feel more fulfilled within their working environment.

Coaching helps them explore their resources, potential, obstacles and raises any new actions that could be implemented. Early on in the programme, the coachee sets a development objective for themselves, that is important to them. Each session held on a regular basis is based on active listening and the art of questioning by the coach, who can also use other tools as needed. Following these sessions, the coachee will come up with various actions to implement. Within this framework, they can adopt new behaviours to help them reach the goals they have set.

The coaching sessions may in a non-exhaustive way, allow the coachee to:

- Reduce their fear of failure by adopting a mindset focused on growth, and overcome the impostor syndrome;
- Battle with the fear of performing and master speaking in public;
- Be more confident and proactive in managing transitions or changes;
- Feel supported when taking on a new role;
- Develop the quality of their relationships;
- Improve their work-life balance, better manage their stress levels, etc.

Rate:

Individual coaching: 150€ per 1h30 session

Individual executive coaching: 200€ per 1h30 session

Group coaching: 300€ per 2h session



Our methodology

· Active Learning

Delivered through on an active learning method, our sessions are a combination of theoretical knowledge, perspective gained on current practices (reflections, sharing of experiences, self-assessment), activities aiming to apply and contextualise and role plays.

· Learning-oriented environment

Our trainers are also coaches, and can easily adopt a posture which offers an open and benevolent space - where each participant has the chance to contribute and experiment in a safe environment, whilst being guided into making the right changes.

· Collective Intelligence

Collective Intelligence is at the very heart of all we do. Our participatory methods help stimulate group momentum by valuing shared experiences, bringing out best practices. We value and encourage everyone's input, and welcome any needs that may arise during the sessions.

· Experimentation & Practice

Theories on education have revealed that adults change “from the inside out” and learn better when they are given the chance to practice on their own. In our sessions, each key piece of knowledge gives way to a dedicated activity, allowing each person to practice their new skills. We are very careful to integrate activities (individual or collective), role-plays or case studies that are adapted to the context (or co-constructed with the participants themselves), so they may easily relate to their own experience.

· Fun approach

The pleasure of learning also goes through games. We use energizer activities and, whenever possible, introduce games that enhance interpersonal development and bring added educational value - all the while ensuring a relaxed atmosphere.

· Materials & Visual tools

Whether in-class or remotely, we provide various graphical and visual tools (mind maps, photo-language, etc.) to activate and integrate learning, or help boost productivity.



Terms, conditions & rates



- **A preferential discount may be applied** for a high number of session and as per the nb of participants.
- The **co-construction of a training programme** may incur adaptation or design fees, calculated based on a flat rate of €850 / day.
- **Detailed quotation** upon request.
- **A 50 % deposit** is required prior to starting the course.
- **Travel and logistical costs** shall be covered by the client.
- **Optional training report:** 1000€.



- Each course is subject to the **signature of a training agreement.**
- **Training certificates** are delivered at the end of each course.



- **Group size** up to 8 participants remotely and 12 in-class. Indeed, we prefer having small groups to ensure quality discussions during which each person is stimulated and part of the learning momentum.



- Our offer is available both **either remotely or on site.**



- Our full offer is available both in **French and in English.**



- **Accessibility for disabled participants:** we take accessibility needs into consideration for anyone with reduced mobility and adjust our organisation on a case-by-case basis.

NEW!

Inter-organisation training courses!

TWO OF OUR FLAGSHIP COURSES
ARE NOW OPEN TO ALL:

Becoming a constructive and inspiring manager

- **13 training modules + 5 to 8 co-development sessions** (depending on the size of the group).
- **Remote**, virtual training course.
- You will be attending over **66 hours of face-to-face classes** with one of our trainers specialised in humanitarian work.
- **Rate:** €3,800 HBT.
- **Dates:** from September 2023, one session per week for 5 months (dates to be confirmed at a later stage).
- **Number of participants:** 5 to 8 (cancelled if fewer than 5 people).
- **Training certificates** are delivered at the end of each course.

→ [Discover the content](#)

Group coaching for Time & Priority Management

- **Remote, virtual training course.**
- **6 sessions each lasting 2h** with one of our certified coaches specialised in humanitarian work.
- **Rate:** €900 exclusive of taxes.
- **Dates:** from April 2023, one session every 2 weeks for 3 months (dates to be confirmed at a later stage).
- **Number of participants:** 5 to 8 (cancelled if fewer than 5 people).
- **Training certificates** are delivered at the end of each course.

→ [Discover the content](#)



They trust us



**For any further questions
or to request a personalised
quotation, please contact us:**

FORMATION@HUMANITALENTS.COM

To find out more about our HR firm specialised in humanitarian work:



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

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