

Catalogue

TRAINING AND SKILLS
DEVELOPMENT PROGRAMME

2026/2027



HUMANITALENTS



■ RÉPUBLIQUE FRANÇAISE

La certification qualité a été délivrée au titre de la catégorie d'action suivante :
ACTIONS DE FORMATION



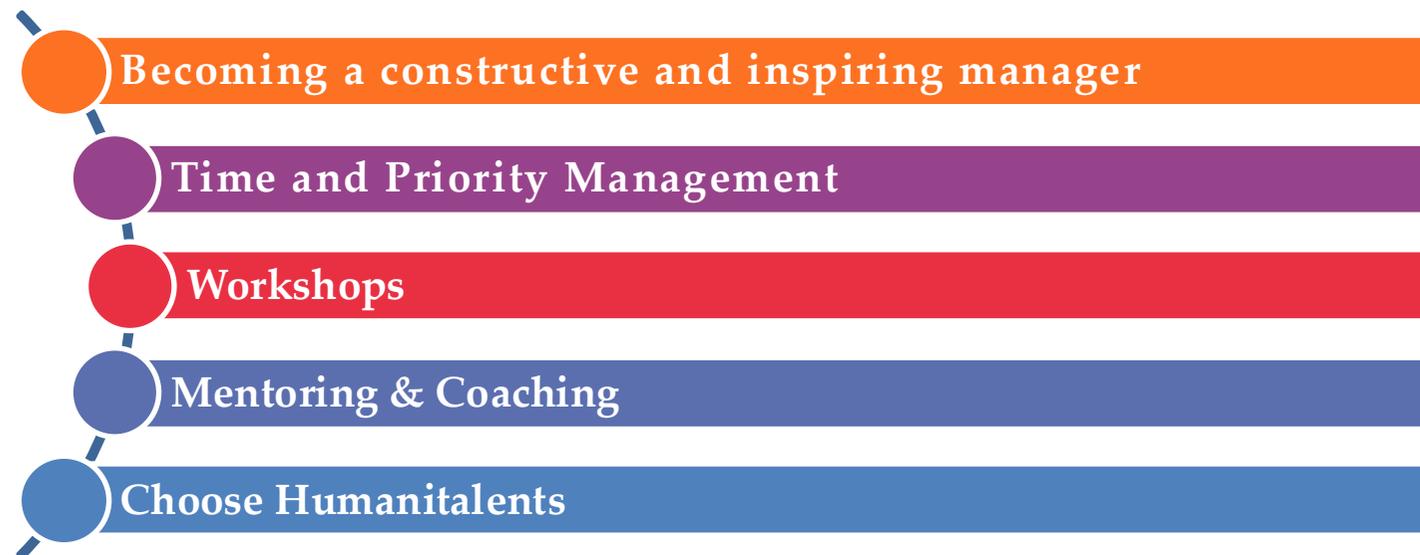
[humanitalents.com](https://www.humanitalents.com)

Training and Skills Development Catalogue

Since 2017, Humanitalents has set itself a clear and ambitious mission: to help NGOs unlock the full potential of their teams by strengthening their management practices and HR capabilities.

We design comprehensive, innovative and resolutely practical training programmes. Each module is built to meet real field needs: consolidating technical skills, developing interpersonal capabilities, and giving teams the tools to work better, more calmly and with greater impact.

With Humanitalents, organisations gain training that genuinely transforms practices – and that inspires people to act differently, starting the very next day.



1.

Becoming a Constructive and Inspiring Manager

Inspiring through presence as much as through decisions



1 Becoming a Constructive and Inspiring Manager

This programme takes a blended learning approach, combining several skills development methods:

- **Group training sessions** delivered in half-day modules (3h30). Run in a friendly, peer-learning environment, our sessions combine a mix of theory, experience sharing and practical scenarios to enable each participant to apply the concepts covered.
- **Optionally, collective co-development sessions of 2 hours**, a learning method based on collective intelligence: in facilitated exchanges, each participant presents a complex situation they are facing, then benefits from the group's support in exploring possible solutions. Combined with our training modules, these sessions foster both the consolidation of new skills in a professional context and the development of genuine learning communities among colleagues.
- **Group coaching sessions of 2 hours led by a certified coach**, designed to support participants in their development journey in connection with their personal development plan, drawing on the collective resources of the group.
- **Individual coaching sessions of 1 hour for any volunteer participant**, conducted with a certified coach to work confidentially on personal challenges.

1 Becoming a Constructive and Inspiring Manager



Who is this for?

Beginner or experienced managers who wish to develop or consolidate their management skills.



Duration?

Between 3 and 7 days depending on the number of modules selected, ideally delivered over a period of 1 to 6 months (flexible).



Prerequisites?

None.



Contents?

Because every organisation and every management team operates in a unique context, we co-build a pathway tailored to your needs, selecting together the most relevant and useful modules for your participants.

Managers and teams in the international solidarity sector operate in fast-moving contexts where urgency often drives the day-to-day, and challenges multiply without respite.

In these demanding environments, adapting, anticipating and staying the course becomes an art in itself.

At Humanitalents, drawing on our field experience, we are convinced of one thing: genuine management performance comes from the balance between rigour and humanity, between emotional intelligence and results, between wellbeing and impact.

It is in this spirit that we designed this programme: to offer managers the essential tools to develop with awareness and fully embody the role of "Constructive and Inspiring Manager".

More than a set of techniques, this programme invites participants to step back, revisit their approach, and develop the ability to create collaborative spaces where the quality of relationships, fulfilment and individual growth become powerful levers for performance.

A programme to transform how you manage – and restore meaning, coherence and breathing space to everyday action.

1 Becoming a Constructive and Inspiring Manager

Core Modules

We consider these modules the essential foundation of management. They form the base of the programme, but we always adapt them to your context and specific needs.

Module 1 • Taking on the Role and Responsibilities of a Manager

- Distinguish between management and leadership;
- Clarify the roles and responsibilities of a manager: balancing focus and energy across multiple responsibilities;
- Discover the concept of Secure Base leadership – identify your strengths and areas for development as a Secure Base Manager.

Module 2 • Developing Your Management Stance

- Managing with DISC: recognise different preferred behavioural styles (driving forces), your own and its impact on others, to build effective collaborative relationships;
- Facilitate a team development feedback session to consolidate strengths and guide growth.

Module 3 • Communicating in a Positive and Effective Way

- Recall the essential principles of positive communication;
- Practise active listening, questioning and rephrasing to facilitate interactions;
- Deliver feedback in an effective and constructive manner.

Module 4 • Adapting Your Management Style

- Describe the 4 main management styles, their characteristics and relevance in different situations;
- Distinguish the different development levels of team members and understand their needs;
- Practise adopting the appropriate management style according to situation to develop autonomy and improve performance.

Module 5 • Creating the Conditions for Motivation

- Recognise the different sources of motivation at work;
- Identify each team member's primary motivation factor and know how to adjust accordingly;
- Implement useful actions to strengthen team motivation.

Module 6 • Developing Autonomy and Accountability

- Explain the 4 phases of the autonomy cycle and how to support each phase;
- Select the appropriate level of accountability to help team members grow;
- Conduct a structured interview and implement effective delegation.

Module 7 • Building a High-Performing Team **NEW**

- Explore the 5 pillars that characterise a functional team;
- Identify which levers to activate to improve team effectiveness.

Module 8 • Building Your Development Plan

- Visualise and define your individual development goal in a specific way;
- Draw up your associated personal development plan;
- Identify actions to support your progress journey.

1 Becoming a Constructive and Inspiring Manager

Elective Modules

These modules enrich the programme according to your specific challenges. We select them together to create truly tailored training aligned with your realities.

Module 9 • Preventing and Managing Conflicts

- Recognise the different types of conflict, their main underlying causes and their effects;
- Identify the phases and dynamics of conflict;
- Distinguish the 5 different conflict management approaches, their benefits and limitations;
- Practise conflict resolution using the collaborative approach (principled negotiation).

Module 10 • Managing Remotely

- Explore the main challenges and reflect on best practices for remote work;
- Adapt your actions by identifying the specific needs of your remote team / team members;
- Choose the right digital tools to manage the remote relationship;
- Act to maintain your personal effectiveness and wellbeing as a remote manager.

Module 11 • Being Effective in a Matrix Role

- Adopt the approach and mindset essential for navigating in a matrix model;
- Explain the specificities and pillars of cross-functional collaboration;
- Build and cultivate the different partnerships in your context;
- Identify the key skills of the functional manager.

Module 12 • Assessing and Developing Skills **NEW**

- Identify and use appropriate skills assessment methods (interviews, observation, feedback, assessment tools);
- Define clear and relevant operational and development objectives (SMART);
- Build a skills development plan.

Module 13 • Succeeding in Recruitment **NEW**

- Conduct a needs analysis and establish specific criteria and indicators;
- Know how to ask the right questions to assess technical skills;
- Identify best practices to create the conditions for a constructive exchange.

Module 14 • Stimulating Collective Intelligence

- Discover the value of collective intelligence;
- Develop new practices to improve the quality and effectiveness of team meetings;
- Use collective intelligence techniques (de Bono Hats, consent decision-making) to reflect on and resolve dilemmas.

1 Becoming a Constructive and Inspiring Manager

Key Figures Since 2021:

**341**

Participants (62% in remote format)

**98%**

Of respondents are satisfied or very satisfied

**4.5/5**

Content relevance

**4.5/5**

Quality of learning activities

**4.7/5**

Trainer performance

Participant Testimonials:

"This training was a wonderful personal experience that I really needed to improve my management and assert my leadership. Back at the office, the lessons are already being put into practice – I feel personally satisfied and hope to have a genuinely positive impact on the team."

"I have always been appreciated as a manager, but this training helped me understand what I was already doing well and improve my management capabilities."

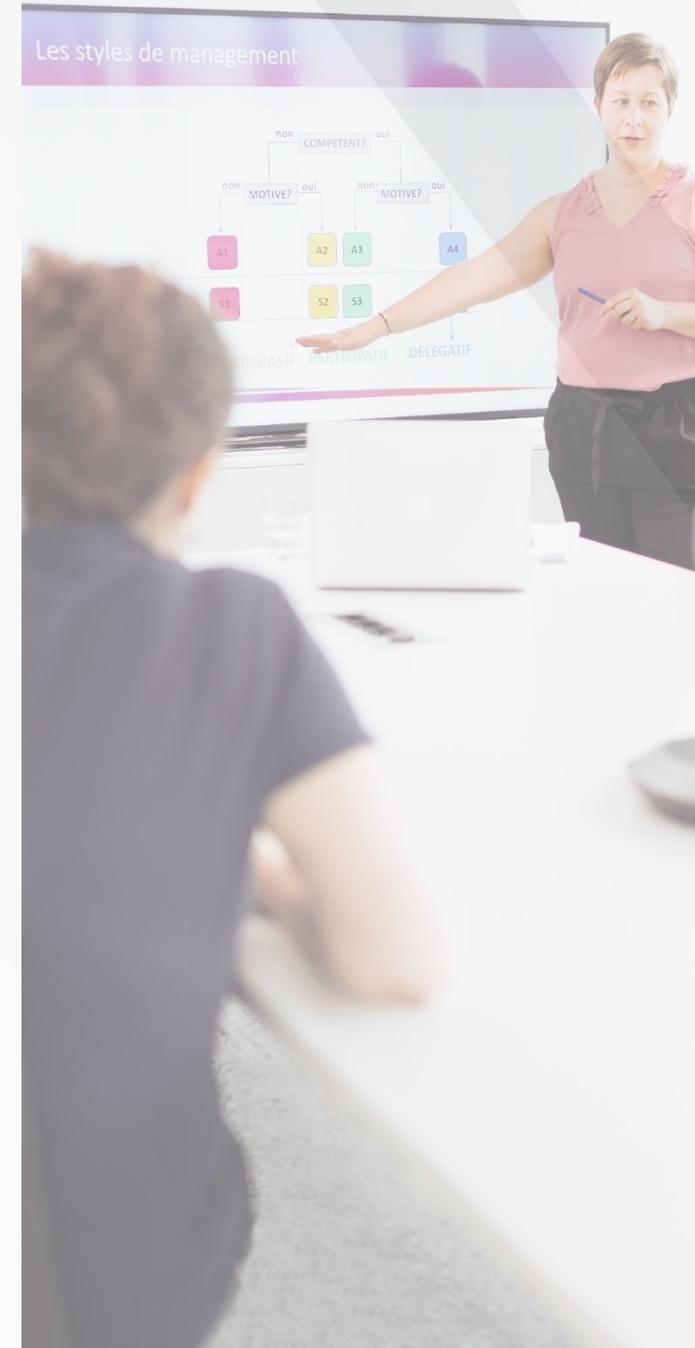
"Thank you very much for this opportunity – it has given me so much! This training is very well suited to our roles and needs in the sector, and very well organised despite the distance."

"This training was very informative and genuinely useful. I would recommend it to anyone who manages a person or a team."

2.

Time & Priorities Management

Reclaiming time for what matters
without sacrificing commitment



2 Managing Your Time & Priorities

Time management has become a central challenge in our relationship with work, in a context where productivity demands are rising while distractions multiply and disconnecting remains difficult. In the humanitarian sector, these tensions are amplified by a professional culture that values overinvestment and presenteeism. How can we stay effective without burning out, and reconcile performance, commitment and self-preservation? Addressing these questions, this training invites a step back from practices and beliefs, to support concrete, progressive and lasting change.

Who is this for?



Any international solidarity professional wishing to question their practices in terms of time and priorities management and improve their personal effectiveness.

What duration?



4 half-days.

Prerequisites?



None.

Module 1 • My Time and Priorities Management

- Question your beliefs about time management and performance;
- Examine your organisational practices.

Module 2 • Prioritising and calculating

- Reduce your mental load;
- Define your priorities using the Eisenhower matrix;
- Calculate your workload;
- Use different time and priorities management tools.

Module 3 • Planning

- Plan activities according to your personal rhythm;
- Identify and counter "time thieves".

Module 4 • Taking Care of Yourself and Taking Action

- Know how to "pause";
- Define your goals and draw up your personal development plan;
- Identify actions to support your progress journey.

2 Managing Your Time & Priorities

Key Figures Since 2019:



Participant Testimonials:

"I have attended time and priorities management training before, but this one goes deeper. There are tools I am discovering for the first time, interactions with colleagues, and collective decisions to be made."

"A training rich in insights directly connected to my concerns: making lists is not enough, but it is part of a more complete organisation with a quantifiable and assessable vision for adjustment."

"The highlights of this training: the practical tools, the awareness raised about my own practices, and all the exchanges and experience-sharing with colleagues."

"Thank you, it was a well-balanced training in terms of exercises, explanations and exchanges. The time at the end to build your own action plan is really excellent."

3.

Workshops

Highlighting values and singularities
to build an aligned team



3 Workshops

Building a Team Identity (Purpose & Values)

WORKSHOP 1



Who is this for?

For 10 to 20 team members from the same HQ or field team.



What duration?

- 1day



What are the learning objectives?

- Understand the stages of team formation;
- Move your team towards maturity;
- Identify the team's values;
- Know how to align values with behaviours and strategy.

Improving Team Collaboration with the DiSC® Method

WORKSHOP 2

Prior to the workshop, each participant will have completed their Everything DiSC® questionnaire and received an individualised report



Who is this for?

For 6 to 12 team members from the same HQ or field team.



What duration?

- 1day



What are the learning objectives?

- Recognise your preferred style (according to the DISC tool);
- Its impact on others;
- Appreciate the strengths of other styles and those of the team;
- Identify strategies to build more effective collaborative relationships within your team.

4.

Mentoring & Coaching

Gaining perspective and strengthening your impact
HR & managerial, with bespoke mentoring



4 Mentoring & Coaching

Mentoring



Target audience?

HR professionals in the international solidarity sector.

Mentoring is a support process that aims to transfer technical skills, develop strategic perspective, and work on professional stance. Drawing on our expertise and diverse experience, we build personalised support programmes including:

- **HR Mentoring**, to help HR professionals position themselves more strategically in their role and increase the effectiveness of HR management in their organisation (through, for example, the implementation of strategic HR projects or the deployment of HR tools, policies and processes that meet the organisation's needs)
- **Management Mentoring**, for operational support to help managers develop their skills and/or advance in their careers

These programmes generally last from 6 months to 1 year and are built around specific operational objectives. They begin with an essential diagnostic phase to assess the current situation and clearly define what is expected.

This diagnostic is carried out using several carefully chosen tools that we will make available to you (self-assessment, 360° assessment, personality questionnaire).

Following the diagnostic and based on its findings, the objectives of the support are defined. The second and main phase of mentoring – the support phase – then begins, structured around several key areas:

Expert Input

- **Inspiring reflections** through video viewing or article reading;
- **Exercises**: practical cases and concrete applications to put learned theories into practice;
- **Mentoring sessions**: sessions between mentor and mentee aim to review together the theories learned, inspiring reflections, and exercises – answering questions, correcting exercises – so that the mentee receives continuous advice and feedback to support their development.

Each session will include a discussion on the topics covered and will verify whether a skill has been consolidated or whether deeper exploration is needed.

4 Mentoring & Coaching

Individual Coaching

Coaching leads to the awakening of self-awareness and self-transformation.

In a professional context, it aims to help the person requesting it to take action for their development, their performance and to thrive in their environment.

This support enables them to explore their resources, potential and obstacles, and to surface new actions to implement. At the start of the programme, the person being coached defines their own development goal. Each session, held on a regular basis, relies on the coach's active listening and questioning skills, and may also draw on other tools as needed.

At the end of each session, the coachee also leaves with concrete actions to implement. Through this support, they can acquire new behaviours that will help them achieve the goals they have set themselves.

Coaching can, for example and in a non-exhaustive way, help the coachee to:

- **Reduce fear of failure** by adopting a growth mindset and overcoming impostor syndrome;
- **Overcome performance anxiety** and master public speaking;
- **Become more confident** and proactive in managing transitions or change;
- **Be supported** through a new role transition;
- **Develop the quality of your relationships**;
- **Improve your work/life balance** and better manage stress, etc.

5.

Why Choose Humanitalents



Humanity

Communication and empathy



Participative approach

Co-construction



Innovation

Out-of-the-box solutions



Ethics

Transparency and deontology



Our Methodology

Active Learning

Delivered through active pedagogy, our sessions combine a blend of theoretical input, reflection on practice (discussions, experience sharing, self-assessments), application activities and role-play scenarios.

A Supportive Learning Environment

Our trainers, who are also coaches, naturally create an open and supportive space where each participant has the opportunity to contribute, experiment safely and be guided in their learning for change to take root.

Collective Intelligence

Collective intelligence is at the heart of everything we do. Our participatory methods stimulate group dynamics by valuing experience sharing and surfacing best practices. We value and encourage everyone's voice and welcome with care the needs that may arise during our sessions.

Hands-On Practice

Learning theories show that adults change from the inside out and learn best when they have the opportunity to practise for themselves. In our sessions, each key input has a dedicated activity allowing each participant to put their new skills into practice. We pay particular attention to incorporating individual or group exercises, role plays or case studies adapted to the context (or co-constructed with participants), so that they can easily relate the content to their own experience.

Playful Approach

The pleasure of learning also comes through play. We use energisers and enjoy introducing games that develop interpersonal understanding and add pedagogical value, in a relaxed atmosphere.

Visual Tools and Resources

Whether in person or remote, we bring a variety of graphic and visual tools (mind mapping, photolanguage, etc.) to activate learning, consolidate knowledge or facilitate productive moments.

Assessment

For every training programme, we systematically offer:

- A step to assess participants' specific development needs, through a preliminary interview and/or a questionnaire sent to participants no later than 2 weeks before the training begins
- Oral feedback and review of learning at the end of each session and the start of each day
- Completion of an evaluation questionnaire at the end of the training, and again 1 to 3 months later, to measure progress and the application of learning

The results of these evaluations are shared with the client organisation and complemented by a pedagogical debriefing offered at the end of the programme.

Practical Information



Group size: Maximum 8 participants online and 12 in person.

We favour small groups to ensure quality exchanges for everyone, allowing each participant to be engaged in their learning dynamic.



Languages: All our training programmes and workshops can be delivered in French and English.



Format: Our entire offering is available online or in person (France and abroad).

Pricing

Briefing (includes preliminary interview and pedagogical scoping)	€900
Debriefing (includes evaluation feedback)	
Content adaptation	€900/day
Teaching fee for facilitating a 3h30 module (volume discount available)	€600 (online) €650 (in person)
Administrative fee for a training programme	€250
Preparation of a training report	€1,000
Co-development workshop, 1.5-hour session	€200
DISC workshop (questionnaire access, individual report + 1 debrief session with a certified coach)	€250
Individual coaching - 1-hour session	€130
Group coaching - 2-hour session	€300
Mentoring - 1.5-hour session	€170

Additional Information:

- Detailed quote available on request.
- Travel and logistics costs to be covered by the client.
- Each training programme requires the signature of a training agreement.
- 50% deposit required at the start of the training.
- Training certificates issued upon completion of the programme.
- Accessibility for people with disabilities: we take into account the accessibility needs of people with disabilities and adjust our organisational arrangements on a case-by-case basis.

They Trust Us



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