Online Volunteer Capacity Development – October Month Resources

| Targeted needs | Title | Overview | Duration | Cost |
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| **Personal Development** | 1. ONLINE WEBINAR

[How to learn soft skills](https://pages.devex.com/skills-for-tomorrow-webinar-nov-6.html?mkt_tok=eyJpIjoiWW1Ka1pEZzFaR1UwTXpBeCIsInQiOiJwVmZBMFh1R0p5Q25TeGhHS2Y4eUc5c0xJNzNNYlcwbVo5MDIxMjIzWmNsbG1KenFhcSswUlFHbTFMVm80VWkyQnp3Z3hucStsUHRQMzVcL3docTJkVXJTZUhUN0NIY21SQlRESG5HQTlXZEFBU1RERXVkRnBSU1hmT1FiaWhqZzYifQ%3D%3D#CM) | *During the webinar, you will learn:** *The importance of soft skills to your career growth*
* *How to acquire soft skills and continue to develop them*
* *What employers look for and how to demonstrate your competencies*

*This webinar is part of*[*SKILLS FOR*](http://www.google.com/url?q=http%3A%2F%2Ft.devex.com%2FhJmpc4B0bK000CSvo020L2C&sa=D&sntz=1&usg=AFQjCNG_zh6me5oH-tM8BSprBVG6CgwePA)[*TOMORROW*](http://www.google.com/url?q=http%3A%2F%2Ft.devex.com%2FhJmpc4B0bK000CSvo020L2C&sa=D&sntz=1&usg=AFQjCNG_zh6me5oH-tM8BSprBVG6CgwePA)*and we invite you to join us to hear from career experts Cheryl Bailey of Duke University and David Carl Robertson from the Association of Professional Schools of International Affairs as they share their insights on how professionals can go about developing these all-important skills.* | ***Nov 6th*** *12-1pm EST**6-7pm CET* | *Free* |
| 1. Emotional Intelligence:

[How Good Leaders Become Great -- UC Davis Executive Leadership Program](https://www.youtube.com/watch?v=HA15YZlF_kM) | *The UC Davis Executive Leadership Program is a transformative, interactive seminar series that will expand your ability to confidently guide and direct your organization. Gain practical techniques, effective strategies and essential personal insight to become a passionate, inspiring leader. In this video, instructor Mitchel Adler, Psy.D., CGP, discusses emotional intelligence and how good leaders use it to their advantage.* | *33 mins* | *Free* |
| 1. Soft Skills –

[Leadership Vs Management](https://www.youtube.com/watch?v=DwwBZn5duk8) | *This video teaches the difference between leadership and management* | *19 mins* | *Free* |
| 1. [How to Take a Risk and Succeed (with Jonah Sachs)](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=02681e08-66b3-499e-934f-b2d1f5c61fab&query=%3fq%3dHow+to+Take+a+Risk+and+Succeed+(with+Jonah+Sachs)#t=1)
 | *In this video, Jonah Sachs argues that the most remarkable individuals, are those who dramatically reject what they know. Safe thinking is everywhere. It defines our everyday routines, work habits and ideas. There's just one problem with it: in a world of constant change, it ultimately lets us down. Sachs reveals how you can learn to adopt a boldly innovative mindset that will help you thrive in life and in business.* | *7 mins* | *Free* |
| 1. [Why We Need to Stop Playing the Blame Game](https://ready.csod.com/LMS/Video/LaunchVideo.aspx?loid=e5b1f162-f44e-4d9d-9637-98ca7a111ce4)
 | *In this video, inspirational thinker Brene Brown considers why we blame others, how it sabotages our relationships, and why we desperately need to move beyond this toxic behavior. This video is suitable for anyone looking to build interpersonal and leadership skills.* | *3 mins* | *Free* |
| **Business Skills Development.** | 1. Evaluation - ‘Evaluation for the world we want’ - [Making evaluation useful and influential](https://www.unicef.org/evaluation/index_103348.html)
 |  ‘*Evaluation for the world we want’:  Making evaluation useful and influential - Presenter Michael Quinn Patton.*  | *Nov 6th* *9.00 – 10.30am EST* | *Free* |
| 1. Foundations of M&E: [Definitions of Design, Monitoring, Evaluation, and Learning](https://vimeo.com/204095313)
 | *This video is part of the Foundations of M&E series on DME for Peace! This video outlines the definitions to design, monitoring, evaluation, and learning.* | *6 mins*  | *Free* |

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|  | 1. [Disinformation Toolkit](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=a7aae2ad-7fa0-4634-979f-6e5858808935&query=%3fq%3dDisinformation+Toolkit#t=)
 | *This 27-page document provides an overview of the growing problem that international NGOs and civil society have of being vulnerable to online attacks and campaigns that spread false information. Learn about the impacts that result from these attacks which are designed to intentionally sow division and confusion, disparage targeted organizations and their leaders, and promote inaccurate views about the communities they support.*  | *Document* | *Free* |
| 1. [Introduction to Fleet Management](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=327a44b0-1321-40be-8a6f-19ed871bfd6e&utm_source=DisasterReady+Subscriber+List&utm_campaign=587e36723e-EMAIL_CAMPAIGN_2018_08_13_06_20_COPY_01&utm_medium=email&utm_term=0_78ae7a6641-587e36723e-174479325#t=1)
 | *This online course introduces fleet management, explaining the process of vehicle life cycle management and the risks and priorities to consider when managing a humanitarian fleet.** *Understand the importance of fleet management and why you should ensure the fleet is well managed*
* *Recognize the process of vehicle life cycle management*
* *Determine how you can reduce the total cost of ownership*
* *Understand the key performance indicators*
* *Assess your organization’s exposure to reputation and financial risks*
 | *25 mins* | *Free* |
| 1. [Project Management Essentials - Part A](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loId=218e1e54-fda0-4d55-a98e-efab9b2ee945&back=%2fLMS%2fBrowseTraining%2fBrowseTrainingHome.aspx%3ftab_page_id%3d-1700000#t=1)
 | *This online course is designed for anyone responsible for managing projects and/or programs.**Objectives for Part A and Part B:**o   Define the life cycle of a project and structure it around milestones**o   Control your project using flexible tools**o   Create a plan for day-to-day project management* | *15 mins* | *Free* |
| 1. [7 Hot Tips for Implementing a Developmental Evaluation](https://vimeo.com/235947692)
 | *This is a recording of the M&E Thursday Talk on September 28th, 2017 hosted by Rebecca Herrington who led a discussion on "7 Hot Tips for Implementing a Developmental Evaluation."* | *46 mins* | *Free* |
| 1. [Prevent Sexual Harassment Against Humanitarian Aid and Development Workers](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=637c5d73-ff7d-403d-88a7-cf7089a14117&utm_source=DisasterReady+Subscriber+List&utm_campaign=d912ab6992-EMAIL_CAMPAIGN_2018_08_13_06_20_COPY_01&utm_medium=email&utm_term=0_78ae7a6641-d912ab6992-174479325)
 | *Recently, there has been much discussion and media coverage of sexual harassment and abuse in the humanitarian sector. This short guide from the Headington Institute will help you identify what sexual harassment looks like in a humanitarian context, what to do if it is occurring and practical steps to prevent it in your workplace* | *5 pages* | *Free* |
| ***Professional / Career Development*** | 1. [Think Fast, Talk Smart: Communication Techniques](https://www.youtube.com/watch?v=HAnw168huqA)
 | *Communication is critical to success in business and life. Concerned about an upcoming interview? Anxious about being asked to give your thoughts during a meeting? Fearful about needing to provide critical feedback in the moment? You are not alone! Learn and practice techniques that will help you speak spontaneously with greater confidence and clarity, regardless of content and context.*  | *1 hour* | *Free* |
| 1. [Make Time for Meaningful Work](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=c3a465ee-6503-4d30-a91f-2e1198011c91&query=%3fq%3dMake+Time+for+Meaningful+Work#t=1)
 | *In this curriculum comprised of six 3-minute microlearning courses, you will discover how to create time during your day to do work without distractions or interruptions.* | *20 mins* | *Free* |
| 1. [The 12 Guidelines of Effective Time Management](https://ready.csod.com/LMS/UserTranscript/OnlineClassView.aspx?qs=%5e%5e%5ei6qGec2JFqdlegAo4bLw%2f4qGCh7UnreV1QONJ2hYpFXWqF2MB089vzm1R6APvHjnoqp%2f0DnYbWBp2Qluz5xSIasAe2kE5tb95L6%2fEqQaD9hMGD5Tj%2fXhLBArDUkiMxSF)
 | *This course is designed for anyone seeking to develop strategies to save time.* | *45 mins* | *Free* |