Online Volunteer Capacity Development – Monthly Resources, December 2018

| Targeted needs | Title(Click on the title to access) | Overview  | Duration | Cost |
| --- | --- | --- | --- | --- |
| **Personal Development** | [Self-awareness: Emotional intelligence](https://kayaconnect.org/course/info.php?id=394)  | *On completion of this course you will explore:** *The four domains of emotional intelligence*
* *Ways in which you can understand and manage negative emotions*
* *How emotional attitude affects performance*
 | *20 mins* | *Free* |
| [Simon Sinek: Pourquoi les bons leaders vous donnent un sentiment de sécurité](https://www.youtube.com/watch?v=lmyZMtPVodo) | *Qu'est ce qui fait un grand leader ? Le théoricien du management Simon Sinek suggère que c'est quelqu'un qui fait en sorte que les employés se sentent en sécurité, qui attire son personnel dans un cercle de confiance. Mais créer confiance et sécurité, en particulier dans une économie inégale, signifie prendre de grosses responsabilités.* | *12 mins* | *Free* |
| [Self-awareness: Know yourself](https://kayaconnect.org/course/info.php?id=393)[Understanding your own influences and motivations.](https://kayaconnect.org/course/info.php?id=393) | *On completion of this course you will:** *examine your own drivers and their effect on your behaviours*
* *understand your communication style and the way you make decisions*
 | *30 mins*  | *Free* |
| [Stress management for everyone](https://kayaconnect.org/course/info.php?id=372) | *This module provides a quick orientation to stress, what it is, how to recognise it in yourself, and how to manage it both short term and long term.* | *10 mins* | *Free* |
| [Dr. Myles Munroe - HOW TO BECOME A LEADER - Break away from your struggling mindset.](https://www.youtube.com/watch?v=1FMUysy5fss)  | *Dr. Myles Munroe gives detailed instructions how to become a leader and how to break away from poor thinking. A very powerful and positive speech* | *7 mins* | *Free* |
| **Business Skills Development****Business Skills Development** | [The Challenge of Performance Leadership](https://www.youtube.com/watch?v=QdooAm4byNE) | *Robert Behn, the faculty chair of driving governance performance provides steps in a free webinar using the PerformanceStat concept* | *54 mins* | *Free* |
| [Managing individuals: Managing performance](https://kayaconnect.org/course/info.php?id=378) | *On completion of this course you will:** *Understand the process of performance management*
* *Learn how to give constructive feedback*
* *Learn about appraisals and objective setting for staff*
 | *30 mins* | *Free* |
| [Managing individuals: Active listening - Learn the skills required to be a good and understanding listener](https://kayaconnect.org/course/info.php?id=379) | *Understand the role, process and importance of performance management, setting objectives and effective staff appraisals.* | *30 mins* | *Free* |
| [Learning Design and Facilitation - Level 2](https://kayaconnect.org/course/info.php?id=652) | *This advanced course will further develop your knowledge of good practice in learning and development. It includes activities that focus on the practical development and application of facilitation skills and learning design in the humanitarian context. On completion of this course you will: demonstrate a knowledge and understanding of how we learn, develop and improve to create a culture of conscious improvement - evaluate and apply facilitation, coaching and mentoring skills in a range of humanitarian contexts - use a range of tools to design, develop and deliver user-centred learning both on and offline - apply reflective learning to develop personal mastery* | *6 hours* | *Free* |
| [Harnessing differences to boost effectiveness](https://kayaconnect.org/course/info.php?id=547) | *Manage your time in a globalized context and work effectively on international and multicultural projects. On completion of this course you will:Recognise and differentiate between management styles** *Avoid adopting the negative aspects of each style*
* *Adapt management style to circumstances*
 | *30 mins* | *Free* |
| [Building win-win relationships with your team](https://kayaconnect.org/course/info.php?id=320)[Building mutually-beneficial relationships and negotiation](https://kayaconnect.org/course/info.php?id=320) | *On completion of this course you will be able to:** *Identify negotiating situations*
* *Adopt a position that enables you to reach a win-win agreement*
* *Prepare for and conduct negotiations effectively to increase your chances of achieving win-win agreements*
 | *30 mins* | *Free* |
| [Different management styles - A look at the different management styles](https://kayaconnect.org/course/info.php?id=318). | *On completion of this course you will:** *Recognise and differentiate between different management styles*
* *Avoid adopting the negative aspects of each style*
* *Adapt management style to circumstances*
 | *20 mins* | *Free*  |
| [Self-awareness: Leadership styles](https://kayaconnect.org/course/info.php?id=376)[-Understanding your leadership style and how to adjust it for others](https://kayaconnect.org/course/info.php?id=376). | *The strengths and weakness of the following styles are discussed:** *Affiliative - People come first*
* *Democratic - What do you think?*
* *Pacesetting - Do as I do, now.*
* *Coaching - Try this...*
* *Commanding - Do what I tell you*
* *Visionary - Come with me*
 | *20 mins* | *Free*  |
| **Professional / Career Development** | [Making a success of your first management role - Tips for new managers](https://kayaconnect.org/course/info.php?id=319) | *On completion of this course you will be able to:** *Clarify the implications of your new position as manager*
* *Succeed in the first steps of your new position*
* *Identify the key points of delegating*
 | *30 mins* | *Free* |
| [Career Planning](https://kayaconnect.org/course/info.php?id=1006) | *In this course you will learn about:** *What career planning is*
* *Why career planning is important*
* *How a career is different from a job*
* *How to set short and long-term goals*
* *Constraints that limit you from pursuing your career*
* *How to research a career you're interested in*
 | *30-mins* | *Free* |
| [Managing your own continuing professional development](https://kayaconnect.org/course/info.php?id=403)*[Learn the skills for professional development](https://kayaconnect.org/course/info.php?id=403).* | *On completion of this course you will:** *Have the skills required to review your current personal and work-related development*
* *Be able to plan and undertake new development opportunities*
* *Review and reflect on the learning process, and the impact that it has on workplace performance.*
 | *30-mins* | *Free* |
| [Writing effectively](https://kayaconnect.org/course/info.php?id=271)[Advice on writing effectively from UNHCR](https://kayaconnect.org/course/info.php?id=271) | *This online self-study course has five modules.** *Module 1 - Effective writing*
* *Module 2 - Office correspondence*
* *Module 3 - Report writing*
* *Module 4 - Proposal and report writing for fundraising*
* *Module 5 - Advanced effective writing*
 | *30-mins* | *Free* |

***Researched and Developed by Samuel Kiki, UNV Online Volunteer***