**Online Volunteer Capacity Development – Monthly Resources, March 2019**

| **Targeted needs** | **Title****(Click on the title to access)** | **Overview**  | **Duration** | **Cost** |
| --- | --- | --- | --- | --- |
| **Personal development**  | [Managing your own continuing professional development](https://kayaconnect.org/course/info.php?id=403) | *The objective of this module is to provide you with the tools with which to take personal responsibility for managing your own continuing professional development. By the end of the module you will have the skills required to review your current personal and work-related development, and to plan and undertake new development opportunities.* |  | *Free* |
| [Susan Colantuono: The Career Advice You Probably Didn’t Get](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=7aab15dc-c896-4576-9af1-d675bfea2dfd#t=1) | *Susan Colantuono shares a simple, surprising piece of advice you might not have heard before about why you’re just not moving up despite doing everything right and taking all the right advice. This talk, while aimed at an audience of women, has universal takeaways for men and women, new grads and midcareer workers*. | *15 mn* | *Free* |
| [Comment pensent les personnes qui réussissent-John C. Maxwell](https://www.youtube.com/watch?v=y1FUv4PpirY) | *Cette présentation est un résumé du livre Penser pour changer (How Successful People Think) de John C. Maxwell. Pour réussir dans la vie, il faut d'abord réussir à bien penser.*  | *15 mn 48*  | *Free* |
| [Essential Skills for New Managers](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=12229a34-c4de-42ff-8453-c838052e0ce7#t=1) | This curriculum will address questions such as:* *What are the markings of an effective manager?*
* *What knowledge and skillset are essential for great managers to succeed in leading people?*
* *What are the most common pitfalls of managing people?*
* *What are the essential skills that all new managers need to be successful?*
 | *2-3 hour*  | *Free* |
| [Recorded Webinar: Thriving in the Midst of Crisis -The Key to Being a Resilient Humanitarian Worker](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=1168e78e-898a-4c20-9ff8-f0c537b59d82#t=1) | * *Humanitarian workers are well trained to address the stress and trauma locals face when disaster strikes, but are they also trained to handle the pressures they face as aid workers? Lisa McKay shares her expertise in developing humanitarian workers so that they don't just survive in their jobs, but thrive. Webinar attendees will learn: » Several key personal skills and strengths of resilient humanitarian workers » Ways in which leadership can help promote resilience in their disaster response employees » How to identify and access additional resources that can enhance your resilience*
 | *1 hour* | *Free* |
| **Business Skills Development.** | Humanitarian Essentials Pathway | *This pathway will introduce you to the following competencies of the CHCF:** *Understanding the humanitarian context;*
* *Applying humanitarian standards and principles;*
* *Ensuring programme quality and impact;*
* *Working accountably;*
* *Listening and creating dialogue;*
* *Working with others;*
* *Minimising risks to crisis-affected people, partners and stakeholders;*
* *Managing personal safety and security;*
* *Adapting and coping;*
* *Maintaining professionalism.*
 | 20 -22 hours | Free |
| **Business Skills Development.** | [Gender issues in humanitarian action](https://kayaconnect.org/course/info.php?id=861) | *At the end of the programme, you will:** *Have familiarised or re-familiarised yourself with how to apply a gender lens in all the phases of humanitarian programming, from gathering and assessing gender-related information in the early phases of a humanitarian response to planning gender-sensitive activities; from implementing gender-sensitive activities to monitor gender equality using checklists;*
* *Be able to explain the basic concepts associated with sexual and gender-based violence (SGBV), including underlying causes and risk factors contributing to it, and its possible consequences;*
* *Have familiarised yourself with SGBV legal framework;*

*Have explored actions for prevention of and response to SGBV.* | *9 hours* | *Free* |
| Introduction to Coaching and Mentoring | *On completion of this course you will:** *Understand and explain the purpose and differences between coaching and mentoring and how they can be used within the constraints of the humanitarian sector*
* *Recognise the benefits of coaching and mentoring for different stakeholders*
* *Describe the steps of a coaching model - What? So what? Now what?*
* *Be able to implement the coaching/mentoring phases – set up (contracting), establish the relationship, structure conversations, review the process*
* *Have the confidence to practise the skills*
* *Be prepared to coach*
* *Be curious to improve their skills further*
 | *75 mn* | *Free* |
| [The Challenge of Performance Leadership with Harvard Kennedy School](https://www.youtube.com/watch?v=QdooAm4byNE)  | * *Today, all public executives have to produce results. It comes with the territory. You might be a city public works director, a state public health commissioner, or an EPA regional administrator. You might manage a public agency in Canada, or Australia, or South Africa. It doesn’t make any difference. You are still expected to produce results. Bob Behn, a senior lecturer at Harvard’s Kennedy School of Government, will help you think through how to approach the challenge of performance leadership in this webcast.*
 | *54 mn 15*  | *Free* |
| First-Time Managers | * *Learn best practices for establishing yourself as a manager.*
* *Identify new process and expectations required of you as a manager*
* *Learn communication and interpersonal strategies used by managers*
 | *1 hour*  | *Free* |
| [Solve problem with design thinking](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=877647f5-cf90-4f87-8eaf-bdbf1e00533b#t=1) | * *Training curricula : Solve Any Problem with Design Thinking (6 min) - Use Design Thinking to Better Understand Problems (7 min) - Brainstorm Multiple Solutions to a Problem (8 min) - Prototype to Find Solutions That Work (7 min) - Use Design Thinking to Iterate on Solutions (5 min) - Practice: Solve a Problem with Design Thinking (11 min)*
 |  |  |
| **Project Management** | [Online certificate course: Effective Project Management for Development Organizations and NGOs](https://reliefweb.int/training/2981438/online-certificate-course-effective-project-management-development-organizations) | * *An advanced level, hands-on course, that will give you the skills to ensure your projects are completed on time and on budget while satisfying the needs of stakeholders. You will gain a strong working knowledge on the nine processes of project management, and be able to immediately use that knowledge to effectively manage your project. Participants will work on a case study to complete all exercises.*
 | *Self-paced*  | *$175* |
| [Project Management](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=abff7836-3b32-422b-a1ff-cdc29a11d22f#t=1) Available in French | *Objectives:** *Understand the basic principles of project management*
* *Identify the essential components of a project management plan, including how to scope a project*
* *Learn how to develop a project budget*
* *Identify areas of risk and opportunity within a project*
 | *2 hours, 30 minutes* | *Free* |
| [PMD PRO: Project Management in Development Series](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=5af4e87c-df0b-4b0a-966a-b0b910dbd794#t=1) | *Objectives:** *Define project management and the various phases*
* *Understand the phase of project identification and design*
* *Set up a project*
* *Establish a project plan*
* *Implement a project*
* *Apply best practices in project monitoring and evaluation*
* *Examine the steps for the end of project closure and learning*

*Prepare for the PMD PRO certification examination* | *7 hour* | *Free* |
| [Pmd pro: introduction à la gestion de projet](https://kayaconnect.org/course/info.php?id=589) | *Cette introduction répond aux questions clés suivantes :** *Qu'est-ce que la gestion de projet ?*
* *Quelles sont les contraintes des projets ?*
* *Quelles sont les spécificités de la gestion de projet dans le secteur du développement ?*
* *Quelles sont les responsabilités, aptitudes et compétences en matière de gestion de projet ?*
* *Qu'est-ce que le PMD Pro Project Phase Model ?*
* *Qu'entend-on par « portes de décision » ?*

*Qu'entend-on par disciplines du projet ?* | *45 mn* | *Gratuit* |
| [Les 7 étapes essentielles d'une gestion de projet avec exemple simple et schéma](https://www.youtube.com/watch?v=Kge3FPKODkE) | *Ce cours renseigne sur comment conduire simplement un projet en 7 étapes. Cette vidéo gratuite de Gestion de Projet vous en explique à l'aide d'un schéma synthétique et d'un exemple simplifié cette méthodologie en 7 étapes simples et faciles à maîtriser, même pour un débutant.* | *12 mn 47*  | *Gratuit* |
| [Technical project management (tpm) in wash emergencies/ gestion de projets techniques en cas d’urgence eha french)](https://ready.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=184f9dfc-da8a-44b3-86b4-1387cf90b5e7&query=%3Fs%3D1%26q%3Dgestion%2520de%2520projet&back_key=1#t=1) | *Ce cours en ligne de 5 heures et 25 minutes est consacré à la planification, aux ressources et à la mise en œuvre d'un projet technique d'ingénierie WASH. Il présente et familiarise le personnel aux étapes et outils de gestion de projet standard de manière créative, pratique et innovante, et couvre des domaines tels que les processus logistiques, la gestion des risques et le contrôle de la qualité.**Objectifs:** *Décrire les problèmes clés de qualité, de coût et de temps lors de la planification et de la mise en œuvre de projets humanitaires*
* *Démontrer l'utilisation de la pensée critique dans la gestion de projet technique et développer la confiance pour prendre des décisions dans des situations réelles*
* *Identifier les outils de planification de gestion de projet communs et les appliquer à la planification et à la mise en œuvre du projet*

*Ce cours a été conçu à l’intention du personnel de terrain WASH dans le monde et s’adresse spécifiquement au personnel national d’ingénierie de terrain déployé dans le cadre de programmes techniques WASH..* |  *5 h et 25 mn* | *Gratuit. Mais s’inscrire d’abord sur disasterready.org* |
| [Mooc gestion de projet #13](https://mooc.gestiondeprojet.pm/) | *Le MOOC Gestion de Projet introduit les apprenants à la gestion de projet.** *Savoir gérer un projet de A à Z*
* *Identifier les différents profils de projet en entreprise*
* *Organiser des réunions efficaces*
* *Maîtriser le cycle de projet et gérer les risques*
* *Définir les lots et les responsabilités*
* *Budgéter et piloter le projet*

*À l’issue de cette formation, vous serez capable de concevoir et de piloter un projet.* | *4 weeks*  | *Free – Piement pour le certificat* |
| [Cours de management de projets](https://methodo-projet.fr/cours-de-management-de-projets/) | *Methodo-projet est un site de ressources pédagogiques. Il traite d’un seul sujet : le management de projets et a pour ambition d’en traiter tous les aspects. Elle vous donne accès directement aux 15 chapitres.* | *Selon votre disponibilité* | *15 modules* |
| [Guide de la planification, du suivi et de l’évaluation axés sur les résultats du développement](http://web.undp.org/evaluation/handbook/french/docments/PME-Handbook_Fr.pdf) | *Un guide pour la gestion du cycle de projet du PNUD et son évaluation.*  | *232 pages* | *Gratuit* |
| [Guide pour le suivi et l’évaluation de projets/programmes](https://www.ifrc.org/Global/Publications/monitoring/Monitoring-and-Evaluation-guide-FR.pdf) | *Ce guide pose les fondements du suivi et évaluation de Programmes et projets tels que pratiqués par la Croix Rouge Internationale* | *160 pages*  | *Gratuit* |
| [Guide de la gestion axée sur les résultats](http://www.mosaic-net-intl.ca/resources/unicef-FINAL-RBM-HANDBOOK-FRENCH.pdf) | *Ce document précise le cadre conceptuel de la gestion axée sur les résultats dans le contexte de l’UNICEF et donnera une perspective globale dans la pratique de la gestion de projet dans une logique axée sur les résultats.* | *192 pages* | *Gratuit* |

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