Online Volunteer Capacity Development Resources – August 2019

| Area | Title | Content | Cost | Duration |
| --- | --- | --- | --- | --- |
| **Business Skills** | [Business Communication](https://www.edx.org/course/business-communication) | *Participants will be able to learn;*   * *How to critically evaluate your role in workplace interactions* * *How to employ strategies for active listening* * *How to ask questions that move conversations forward* * *How to communicate ideas clearly and succinctly* * *How to assess needs of clients and colleagues* * *Best practices for face-to-face and remote communication* | Free  $49 USD for graded exams and assignments, plus a certificate | 3 weeks |
| [Teamwork & Collaboration](https://www.edx.org/course/teamwork-collaboration) | *The course will focus on;*   * *How to understand the complexities of group dynamics and interactions* * *How to motivate by improving group climate* * *How to develop skills in leadership, problem-solving, conflict management, and other critical group dynamics* * *How to assess team effectiveness and success* | Free | Starts 1 August |
| [Leadership and Management for PM Practitioners in IT](https://www.edx.org/course/leadership-and-management-for-pm-practitioners-in-it-2) | *By the end of this course participants will be able to:*   * *Identify personal and performance competencies for project management* * *Build a plan for developing required project management competencies* * *Analyze how team dynamics and culture can influence a project* * *Link organizational change management to customer service and delivery readiness* * *Comprehend strategies for managing distributed team projects* | Free  Add a Verified Certificate for $99 USD | 4 weeks |
| **Personal Development** | [Positive Attitude](http://www.openlearningworld.com/books/Positive%20Attitude/Positive%20Attitude/index.html) | * *This free online course focuses on how attitude applies to every sphere of life, including one's personal and professional life.* * *In addition a foundation of success regardless of your chosen field.* | Free | Self-paced |
| [Fundamentals of Public Speaking](https://www.learnoutloud.com/Free-Audio-Video/Business/Public-Speaking/Fundamentals-of-Public-Speaking/43804) | * *This course covers the fundamentals of Public Speaking taught by professor Deborah Bridges at the University of Houston.* * *This course contains 7 lectures and over 4 hours of instruction which cover beginning theory and practice of informative and persuasive communication.* * *Professor Bridges sticks close to the textbook in this course covering essential areas of public speaking and teaching how you can improve your skills in this area.* * *The course is available on streaming video through YouTube* | Free | 4 hrs. 12 Min. |
| **Career Development/ Career Transition** | [Career Success Project](https://www.coursera.org/learn/career-success-capstone?ranMID=40328&ranEAID=SAyYsTvLiGQ&ranSiteID=SAyYsTvLiGQ-QwCqPbdeu89KaXi1QCQudg&siteID=SAyYsTvLiGQ-QwCqPbdeu89KaXi1QCQudg&utm_content=10&utm_medium=partners&utm_source=linkshare&utm_campaign=SAyYsTvLiGQ) | * *Upon completing of this course, participants will be able to:* * *Apply the methods, techniques and skills learned throughout the Specialization to add value, every day, to an organization by effectively gathering, synthesizing, analyzing and presenting information* * *Develop and improve on their critical thinking skills as they evaluate ideas, concepts, approaches and assumptions to arrive at a practical, yet innovative, solution to an organizational problem Learn to skillfully use a powerful strategic planning tool* * *Effectively communicate information, ideas, problems and solutions to senior-level decision maker* | Free | 4 Weeks |
| [Reinvent yourself: Unleash your creativity](https://www.edx.org/course/reinvent-yourself-unleash-your-creativity-2) | *Participants will learn how to:*   * *Solve a problem that calls for a new approach* * *Identify habitual ways of thinking and find novel alternatives* * *Use thinking tools such as analogy, reversal, expansion, narrowing, changing point-of-view* * *Find the best innovative approach to solve specific problems* * *Spread what you’ve learned and effectively communicate your ideas* | Free  Add a Verified Certificate for $89 USD | 28 weeks |
| [Navigating Major Career Transitions](https://hbr.org/2009/10/navigating-major-career-transi) | *Michael D. Watkins, Chairman of Genesis Advisers and author of The First 90 Days, discusses how to handle your next move.* | Free | 9 mn 04 |
| [How to Change Careers - 4 Tips to a Successful Career Change](https://www.youtube.com/watch?reload=9&v=wB4lTNwyy9k) | *This video, is talking about the topic of switching careers and how to change careers, especially if you’ve been in one particular industry or position for a very long time. The age-old question, “What’s the best way to switch careers when you’ve worked in one particular field or industry for several years?”*   * *Leverage what you have to change your ENVIRONMENT.* * *If the ideal role you want isn’t possible for you right now, find an “in-between.”* * *Match your resume to the roles you apply for.* * *Envision yourself in the role you’d love to do.* | Free | 13 mn 03 |
| [Career Change: The Questions You Need to Ask Yourself Now](https://www.youtube.com/watch?v=MIjH8MCbONI) | *Having successfully navigated the challenges of finding employment in seven countries over the span of 15 years, Laura guides you through her journey and provides tips on how to find success...wherever you are. Laura E.P. Sheehan - Career Strategist and Founder of E.P. Career Strategies Laura is a U.S. lawyer turned expat career strategist who stumbled upon her life’s calling whilst living in Hanoi. Having decided years ago to accompany her husband in his international career moves, Laura has lived in seven countries over the span of 15 years.* | Free | 11 mn 55 |
| **[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* | Free | 30 mn |
| **Leadership** | [Leading Like Nelson Mandela](https://hbr.org/2013/07/leading-like-nelson-mandela) | *This video explains the great leadership skills of Nelson Mandela* | Free | 1 mn 25 |
| [The Explainer: How to Collaborate Effectively If Your Team Is Remote](https://hbr.org/video/5812716214001/the-explainer-how-to-collaborate-effectively-if-your-team-is-remote) | *Clarity and consistency are key. For more, read*[*How to Collaborate Effectively If Your Team Is Remote.*](https://hbr.org/2018/02/how-to-collaborate-effectively-if-your-team-is-remote?referral=00060) | Free | 2 mn 24 s |
| [The Set-Up-To-Fail Syndrome](https://hbr.org/video/5561200070001/the-setuptofail-syndrome) | *If your employees are underperforming, it could be a result of your own low expectations. Learn how to reverse the vicious circle in this video slide deck.* | Free | 9 mn 45 |
| [Harnessing differences to boost effectiveness](https://kayaconnect.org/course/info.php?id=547) | *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* | Free | 30 mn |
| [Développer son leadership de manager](https://www.linkedin.com/learning/developper-son-leadership-de-manager/differencier-leader-et-manager) | *Dans ce cours, Ingrid Pieronne, consultante en évolution professionnelle, vous expose les compétences, les qualités, les outils et les moyens nécessaires à tout dirigeant ou manager ayant des collaborateurs. Vous mettrez en avant les meilleurs atouts pour améliorer votre posture de leader et assurer la performance ainsi que la réussite de vos projets d'entreprise.* |  | 58 min 15 sec |
| **Professional development** | [Managing your own continuing professional development](https://kayaconnect.org/course/info.php?id=403)  Learn the skills for professional development. | *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.* | Free | 30 mn |
| [Faire un bon pitch](https://www.linkedin.com/learning/faire-un-bon-pitch/garder-une-impression-durable) | *Il est important de faire une bonne impression dès les premières minutes que vous passez avec des mentors ou des clients potentiels, ou même avec des amis. Dans cette petite formation, Todd Dewett, auteur et coach d’affaires, vous explique comment dire ce que vous faites à une autre personne et garantir qu’elle se souvienne de vous en très peu de temps grâce à un « pitch » personnel. Maximisez vos rencontres en un minimum de temps et enrichissez votre réseau dès le début !* | Free | 11 min 27 sec |
| [Les 3 piliers de l'excellence interpersonnelle](https://kayaconnect.org/course/info.php?id=470) | *Trois piliers fondamentaux de l’efficacité interpersonnelle : la stratégie réseau, la mobilisation de leurs qualités personnelles et l'utilisation de méthodes et outils efficaces* | Free | self-paced |
| [Les styles de management](https://kayaconnect.org/course/info.php?id=532)  . | *Savoir adapter le style de management à la situation : c'est le management contextuel. Dans ce cours il y a des cas très concrets permettant d'optimiser le management de chaque collaborateur, et des outils efficaces favorisant une communication efficace pour développer la performance de chacun.  Ce module vous donnera les repères pour mieux connaître les différentes options qui se présentent à vous et adopter les comportements efficaces.* | Free | self-paced |
| [Bâtir une stratégie de communication interpersonnelle](https://kayaconnect.org/course/info.php?id=540) | *Établir la cartographie de son réseau d’acteurs clés.*  *Préciser son niveau d’influence en fonction des personnes importantes de son réseau.*  *Définir ses objectifs d'action avec précision.* | Free | self-paced |
| **Monitoring and Evaluation** | [The Foundations of Monitoring and Evaluation](https://www.dmeforpeace.org/resource/me-thursday-talk-the-foundations-of-monitoring-and-evaluation/) | *In this webinar, Adrienne outlined the foundations of monitoring and evaluation, explained Search for Common Ground’s role in the Peacebuilding Evaluation Consortium, and how these videos can benefit your organization.* | Free | 35 mn 55 |
| [Guiding Steps for Peacebuilding Design, Monitoring, & Evaluation](https://www.dmeforpeace.org/resource/guiding-steps-for-peacebuilding-design-monitoring-evaluation/) | *The seven steps, outlined below, are based on the PEC’s*[*“Guiding Steps for Peacebuilding Design, Monitoring, & Evaluation.”*](https://www.dmeforpeace.org/resource/guiding-steps-for-peacebuilding-design-monitoring-evaluation/)*They are the minimum set of steps every peacebuilding program should follow in order to contribute to robust evidence and learning in the peacebuilding field.* | Free | Document |

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