Humanitarian Staff Development Project

Administration and Logistics

Key stages of the learning journey for administration and logistics

Prior to selection of participants:
- Invitation sent to agencies
- Application sent to agencies
- Welcome email sent to participants/managers
- Practical information sent to participants/managers
- Selection of participants, creation of waiting list
- Research and book workshop venue
- Organise workshop supplies procurement
- Ensure that workbook chapter, evaluation forms and supporting materials are printed
- Book participant transport to venue

Month 0
- Before Workshop One - Preparation Information (and workbook chapter 1) sent to participants
- Before Workshop One - 1st Manager Brief sent to manager

Month 1
- Participants finish by producing action plan of ways to apply learning
- Prepare ideas to create a particular learning project

Month 1 to 4
- After Workshop One - 2nd Manager Brief sent to line managers
- After Workshop One - Coaching Prompt sent to participants
- Before Workshop Two - Preparation Email sent to participants (and chapter 4 of workbook)
- Ensure workshop supplies procurement
- Ensure that workbook chapter, evaluation forms and supporting materials are printed

Month 4
- > Participants finish by updating action plan

Month 4 to 6 or 9
- > Coaching continues
- > Buddy groups continue
- > Completion of learning project and production of summary poster

Month 4 to 6 or 9 (Support)
- > Book venue for end event, make arrangements for facilitators
- > Send end-of-programme event diary date and details to participants and line managers
- > Programme completion certificate prepared

Programme Timeline
(Core Skills over six months or Management & Leadership Skills Development, nine months)

0
Pre-workshop study
1 Workshop One (3.5 days-4 nights)
2 3 4 Workshop Two (Core - 2 days-3 nights, M&L - 3.5 days-4 nights)
5 6 7 8 9

Baseline assessment in target location
Complete application form / select participants
Self-directed learning, between workshops
Coaching – opportunity to practise as coachee and as coach
Buddy groups – opportunity to keep in touch with a small group
Self-directed learning, post-workshop
End-of-programme event