Humanitarian Staff Development Project

Coordinating the programme

Prior to selection of participants:
- Invitation sent to agencies
- Application sent to agencies
- Before Workshop One - Learning Contract sent to participants/managers
- Welcome email sent to participants/managers
- Practical information sent to participants/managers

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 produce action plan, are set up in buddy groups and with coach/coachee

Month 1 to 4:
- Opportunity to follow up ad hoc on arrangements with participants and line managers
- After Workshop One - 2nd Manager Brief sent to line managers
- After Workshop One - Coaching Prompt sent to participants

Month 4:
- Participants update action plan, initiate learning activity (Core Skills) or learning project (Management & Leadership Skills)

Month 4 to 6 or 9:
- > Coaching continues
- > Buddy groups continue
- > Completion of learning project and production of summary poster
- > After Workshop Two - Summary prompt and Poster Email sent to participants

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

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

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 (see to Contextualising the materials 1)
Complete application form to be submitted by line manager/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