

Management Skills for NGOs

~ Part I: Managing Yourself ~

Brussels, 8th December 2011

Do you ever feel like everyone at a staff meeting is speaking a different language? Do you have a co-worker who, for whatever reason, you just cannot stand? Are you frustrated by a colleague's apparent inability to meet deadlines? Virtually all conflicts in the workplace boil down to an issue of miscommunication. People tend to communicate in the way that is most adequate to them, without realising that others might understand what they say differently. This training is open to all employees and managers, and is designed to help individuals understand themselves better, and how they and others perceive the world and make decisions, resulting in more effective communication and work.

Objectives

Using the most widely used personality inventory in the world (called the Myers-Briggs Type Indicator), participants will be able to identify their own psychological type so that they can identify how they are similar to some people and different to others. Knowing this, they can improve their working and personal relationships in a positive and constructive way.

After the course, you will:

- Be able to know your own personality type
- Describe your own type preferences and your preferred methods of interaction
- Recognise behaviour cues from each type preference and how others prefer to receive communication
- Use alternative ways of communicating to be most effective with people of different type preferences
- Appreciate the gifts and strengths of yourself and others
- Analyse your strengths and blind spots
- Have an action plan to start working on immediately

Course Programme

Time	Day 1
9:00	<ul style="list-style-type: none">• Welcome and introductions• Objectives and expectations• Confidentiality• Agenda
9:15	<ul style="list-style-type: none">• Introduction to personality types• Your 'best fit' profile
10:30	Break
10:45	<ul style="list-style-type: none">• Completion of the MBTI questionnaire to identify your own personality type• Results• Discussion
12:30	Lunch
13:30	<ul style="list-style-type: none">• The competency of 'self development'• Skills self-assessment
15:30	Break
15:45	<ul style="list-style-type: none">• Alternative forms of communication• Action plans and SMART goals
17:30	<ul style="list-style-type: none">• Wrap-up and closing

Participants

This course is suitable for employees and managers alike. It is open to all those working in the nonprofit sector who are seeking to become more effective, want to build better relationships and help their organisation succeed.

Training Methodology

Our training approach is highly practical, participatory and fun! We focus on real issues that participants can put into practice immediately after the training. The course will be carried out in a small group size of 10 maximum to guarantee accessibility and an interactive learning environment. A variety of learning methods are employed to stimulate interest and meet the differing learning styles of participants - including real situations, numerous practical examples, and group exercises. Courses materials will be provided for participants to take away and apply after the course. We also offer a free follow-up service by email, phone and through our online forum to all trainees.

About the trainer

Cate Valentine has 15 years of professional experience in Human Resources, helping organisations maximize the contribution of their people. Her experience spans several industries, countries and cultures. She has worked in both generalist and specialist roles across the Human Resources value chain, including: recruitment and selection, people development, engagement and alignment (career and performance management) and transition (change management, outplacement).

Practicalities

Place: Brussels, Belgium

Date: 8th December 2011, from 9:00 to 17:30

Venue: Mundo-B, Aquarium room, Rue d'Edimbourg 26, 1050 Brussels

<http://www.mundo-b.org/pdf/en/6---Plan.pdf.pdf>

Organiser: inProgress

Fee: 250 Euro (+21% VAT). Rates include official training materials, coffee breaks and lunches, as well as a subscription to our online forum, where you will find direct follow-up support from our team of trainers and other participants.

Special discount: A discount of 15% will be granted to participants who also subscribe to our training "Management Skills Part II: managing your people" held on 9th December, 2011.

To register: send an email to training@inprogressweb.com

The course will be filled on a first-come, first-served basis up to a maximum of 10 participants. Please register as soon as possible to ensure a space in the training.