PRÉSENTATION

Obtain a diploma at your own pace
This skills-based training course is part of a larger diploma course named Humanitarian Programme Manager (HPM): you will thus be joining a group of trainees attending this entire diploma course. If you are interested in this diploma but unable to attend this several-week-long training programme, please note that we offer the possibility to attend its 5 other modules at your own pace.

LES POINTS FORTS DE LA FORMATION

Group work  
Practical exercises  
Case studies

EN SUIVANT CETTE FORMATION, VOUS OBTIENDREZ

An HPass digital badge, a quality label recognised by the humanitarian community
A Bioforce attestation of competence (subject to obtaining the average)

SKILLS TO BE COVERED

By attending this open training course, you will know:

- How to understand and apply appropriate approaches and tools to raise funds for humanitarian programmes and to manage financial resources accountably
TRAINING COURSE PROGRAMME

Week 1: Donors context & funding cycle + choice of donor & essential elements of a proposal + how to approach a donor + private donors
Week 2: Financial management concepts and frameworks + financial planning essentials + field accounting essentials + financial reporting essentials / financial analysis + internal control essentials & summary
Week 3: Case study

PREREQUISITES

Profile
This training course is for you if you are already working or would like to work as a manager in the humanitarian sector.

Prerequisites
*mandatory* Bachelor’s degree B.A. English language level required: B2 minimum (according to European language levels – Self Assessment Grid)

APPLICATION

Step 1: Application
The deadline for applications is two weeks before the start of a training course. Given the limited number of places for each course, it is preferable to apply as early as possible. If you are receiving support, it is recommended that you apply no later than 3 weeks before the start of the course.
To apply by clicking on the « Register » button below, please have your CV in PDF format. You will then receive an order form to return to us. Your application will be studied once you have completed and returned this order form.

Step 2: Pre-registration
If your application meets the necessary prerequisites, you will receive a pre-registration email. In order to finalize your pre-registration, you will be asked to pay the full amount of the training fees within a given deadline.
If you benefit from a partial or total coverage of the training (by an OPCA or by your
employer), the financing agreement will have to stipulate the amount covered by the organization.

**Step 3: Registration**
Once the payment of the training fees or the financing agreement of your OPCA is received, you will receive a final registration email, accompanied by a convocation with all the practical details relating to the training.

**NOS PROCHAINES SESSIONS DE FORMATION**

**LYON**

FORMATION CRÉÉE PAR
Diane Cadiergue

SESSION DISPONIBLE **Du 18 novembre au 8 décembre 2020** date limite d'inscription : 4 novembre 2020
TARIF 2 100 €

**NOS LABELS QUALITÉ**

- HPass certified training courses
- Datadock, an easier way to cover training costs