LIGHTWAY
Excellence in training and consulting

Course Name

Operational Management of NGOs

Human Capital Management

Course Overview

This course provides professionals working in non-governmental organizations (NGOs) with an understanding of human capital management and the skills to develop a successful volunteer program. Learners will recognize how volunteers can become not only the deliverers of services, but future board members, donors and key stakeholders in the NGO.

Course Objectives

The "Human Resource Management for NGOs" here aims to make small and medium-sized NGOs understand and assess organizational behavior and functioning; manage organizations through planning, implementing and monitoring activities strategically; improve the performance of their staff; build effective management systems, policies and plans and improve long-term sustainability and resource mobilization.

This course utilizes videos, PowerPoints, group work, exercises, ice breakers, energizers, brain storming and wall museums to help learners build and strengthen their understanding of Risk and Disaster Management.

Who Should Attend

Course Duration

2 days

Course Outline

- Why is Human Resource Management Important for NGOs?
- Human Resource Information System for NGO Employees
- Staff Recruitment Policy for NGOs
- How to write a standard employment contract
- Performance Management System
- Using the Annual Performance Plan for NGO Employees in Performance Management System
- The Performance Appraisal Form
- Staff Performance Needs