

Key

- Description that features in the section for the Coordination
- Communications to line managers and participants
- Description that features in the section for programme delivery team (and Coordination)

Key stages of the learning journey for coordination

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

- > Promotion of Core Humanitarian Competencies Framework
- > Build facilitator and coach teams
- > Set up learning and evaluation framework/data collection systems
- > Selection of participants, creation of waiting list. Necessary communications/follow-up

Month 0

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

- > Includes self-assessment against competency framework

- > To be approved and submitted by line managers as a form of pre-qualification for Workshop One

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 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

- > Identify end-of-programme facilitators, review and design day to capture programme experience

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

- > Identify end-of-programme facilitators, review and design day to capture programme experience

Month 6 or 9

- > Reflection and learning event, posters displayed
- > Programme completion certificate prepared

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



- 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