

# BEING AN EFFECTIVE TEAM LEADER



## BEING AN EFFECTIVE TEAM LEADER

**12 WEEK ONLINE TRAINING**

- Online learning needs assessment
- Online training session 12 x 4 hours
- Assignments online
- Use of own working experience
- Peer groups
- 5 individual coaching sessions

**For who? NGO staff with a leadership role**

REGISTRATION DEADLINE: **20<sup>th</sup> August 2023**

START LEARNING NEEDS ASSESSMENT

**22<sup>nd</sup> August 2023**

START TRAINING **5<sup>th</sup> September 2023**



NGO-Advice-Training-Coaching  
Create and develop together

| SUMMARY TRAINING  |  |
|---|--|
| Who is this training course for?                                    | NGOs staff in development or humanitarian settings, who are leading a team, both beginners and more experienced leaders.   |
| Closing date registration   | 20 <sup>th</sup> August 2023   |
| Online learning needs assessment                                    | 22 <sup>nd</sup> August till 3 <sup>rd</sup> September 2023  |
| Training start and end date   | 5 <sup>th</sup> September 2023 till 21 <sup>st</sup> November 2023<br><b>Online session every Tuesday</b>  |
| Training package:   | <ul style="list-style-type: none"> <li>Online learning needs assessment;</li> <li>Online training session 12 x 4 hours;</li> <li>Assignments in online learning management system (LMS);</li> <li>Individual coaching 5 hours.</li> </ul>  |
| Certificate of successful completion after meeting all requirements | <ul style="list-style-type: none"> <li>Attendance of 80%;</li> <li>Assignments for learning finalized;</li> <li>Individual Coaching 2 hours during training;</li> <li>Final assignments graded with pass (knowledge test, Self-reflection, and personal development plan)</li> </ul> |
| Course fees   | <b>€ 1185</b> including 21% VAT (taxation law Netherlands)   |

## IMARAH CONSULTANCY

“Imarah Consultancy” is managed by Cobi Rietveld, who is an experienced health professional, trainer, and coach, with a master’s in public health and extensive experience in management, training, capacity building and coaching in developing countries, Humanitarian Aid, and the Netherlands. “Imarah” is a word in Arabic, Hindi, Urdu, and Swahili, and refers to the meaning “**Growth**”, “**Development**” and “**Success**”. “Imarah Consultancy” believes in the power of people and communities, to develop their potential and together create a better world where basic needs and rights are respected and met. “Imarah Consultancy” aims to support and facilitate the development of knowledge, skills and competencies for individual professionals, organisations, governments and communities, National and international NGOs in Humanitarian, and development aid, through coaching, training, and advice.

## OVERVIEW TRAINING COURSE

The 12-week online course focuses on developing leadership skills through practicing and reflection. The training is for beginner leaders as well as leaders who already have experience leading a team, but with limited leadership training. Before the training, participants start with a **learning needs assessment**, which will include a **360-degree feedback** collected from managers, colleagues, and supervisors. The aim is to identify the available leadership capacities and the learning needs. This will be a starting point to reflect on your own leadership skills, develop your own learning objectives and a personal development plan. The training will be offered through a mix of training methods, including discussions, assignments in the online learning environment, reflecting on individual experience and peer group support. In the online learning environment, you can expect to be actively learning where your own practical experience will be used as a basis for the training; therefore, you are expected to come with your own examples. Through practicing and reflecting, you will discover different leadership styles, your own preferred style, your areas for development and finally choose which style is needed in different situations. To ensure in depth learning this training includes 5 hours individual coaching. 2 or 3 hours will be planned during the training, while the remaining hours continue after the last online training session.

*I learned many things during the training “Being an effective team leader”. I also did many exercises and assignments, which was the interesting part, as I was practicing active listening, communication, conflict management etc. The feedback on my leadership skills from 5 persons at work collected anonymously was also very interesting. Reading this and the self-reflection during assignments helps me to become an effective team leader. I am really benefiting from this training, thank you Cobi for your effort. (Umed Rasul Ismael, Education project manager, INTERSOS)*

## WHO IS THIS COURSE FOR?

This 12-weeks training course is for staff working with NGOs in development or humanitarian settings, who have a leadership role, or would like to discover and develop their leadership skills.

Specific criteria for the participants in this training are:

- The participant has access to a computer and stable, good quality internet throughout the training;
- The participant has basic computer skills (mainly word);
- The participant is available for all online training;
- The participant has sufficient time available to study and reflect on learned activities, individual or in groups for a period of 12 weeks;
- The participant has sufficient English speaking and writing skills;
- The participant has a role as a leader or managing people and can bring own examples from work experience.

*“I have truly enjoyed participating in “being an Effective Team Leader” training with Imarah Consultancy and especially such a great coach as Cobi Rietveld. Throughout the training, I have come to know many new things about effective leadership, theories and practical scenarios, and coaching session, through which, I have been able to improve my leadership style and preparedness, I was also able to see the big picture and assess my development points. I would highly recommend Imarah Consultancy trainings in general, and precisely this training to any Team Leader, especially those in the humanitarian sector, as it’s proved to be a very helpful and beneficial training indeed, that came with a revolutionary delivery style, easy to comprehend, participatory approach, and proved to be a great learning tool to all enthusiastic learners who seek constant improvement in their respective professional careers.” (Hassan Ali Zainal, Field manager, Médecins du Monde Iraq-MDM)*

## TRAINING OBJECTIVES

The course will enable participants to develop their leadership competencies.

By the end of the course the participant should be able to:

- Explain the role of the team leader;
- Explain the leadership process and leadership models and their relevance to their current role;
- Use effective communication skills which include, awareness of the effect of own behavior on others; listening; giving clear advice and instructions; giving and receiving constructive feedback;

- Choose effective leadership approaches adjusted to the needs of the situation and the team, and explain the choices made;
- Demonstrate teambuilding skills aiming at a performing team and achieving results. This includes the interpersonal and communications skills, motivating the team, setting objectives, and planning with the team, delegation, problem solving and conflict management;
- Use tools and approaches to support team members in their personal development, which includes supporting in their development plans, performance appraisals, coaching skills;
- Reflect on own personal values and vision and learn how this can contribute to the development of staff and organisational goals;
- Reflect on own skills, abilities, leadership attributes and identify personal areas of development as a team leader;
- Create a personal leadership and development plan to continue the process of learning and personal development.

## TRAINING METHODOLOGY

The course will start with a **learning needs assessment**, 2 weeks before the start of the training. After registration and confirmation, you will receive a link to the online learning management system of Imarah consultancy, where you will do assignments in order to collect information about your training, experiences and learning needs regarding team leadership. The aim is to identify learning needs and ensure learning needs regarding leadership are addressed during the training. The online live training sessions will be once a week on **Tuesdays 13.00 to 17.00 central European time**. Any theory which is needed, will be given as homework assignments to read and prepare. In the virtual classroom we will reflect on the theory and focus on developing skills and competencies, through discussions, assignments, linking theory with practice, and reflecting on individual experience, where your own practical working experience will be used. Participants will be actively working on assignments in the online learning management system and supported with feedback. Self-reflection is an important process to develop your leadership skills. Self-reflection is like looking in the mirror and assessing yourself. It assists to develop critical thinking, reflecting on own performance with the aim to improve your leadership performance. Self-reflection will therefore play an important role throughout the learning. Assignments, peer group and individual coaching will support in the self-reflection and the development of your leadership competencies. To ensure in depth learning, coaching will continue after the last online training session. The number of participants will be limited to a maximum of 12 per training, as to ensure the active participation in the virtual training environment. Reliable internet is essential.

### The estimated study time is:

- 48 hours online face to face learning (12 times 4 hours);
- 2 to 5 hours per week self-study and assignments, depending on your pace of learning and previous experience ( which 24 to 60 hours total);

- 5 hours total individual coaching sessions.

**Finalisation of the course is through a**

- Knowledge test
- Self-reflection
- Personal development plan

## COURSE FEES

The course fees include:

- Online training sessions 12 sessions of 4 hours;
- Training materials and working on assignments in the online learning management system of Imarah Consultancy;
- 5 hours of Individuals coaching;
- Certificate of successful completion if the final assignment (knowledge test, self-reflection and a personal development plan) is graded with a pass.

The course fees are

- € 1185,- including 21% VAT (according to tax law in the Netherlands)

## REGISTRATION

To register for the next online training “Being an effective team leader”, please fill in the online registration form

[Online registration form September 2023](#) - deadline 20<sup>th</sup> August 2023

## SELECTION OF CANDIDATES

Selection will be based on the criteria, of the English language skills, availability of stable internet, your confirmed availability for the online training sessions and time for study and group work. If more applications are received than the available space, the priority will be given to persons having a leadership role without any previous training in leadership or management, as well as national staff of NGOs, while ensuring a mix from different NGO's. Once your application is confirmed, you will receive a link to the online learning management system of "Ijarah Consultancy", for a learning needs assessment. You or your organisation will also receive an invoice.

**The invoice needs to be paid within 4 weeks after sending the invoice.**