



MANAGING AND DEVELOPING PEOPLE IN THE HUMANITARIAN SECTOR SEPTEMBER 8-12, 2008 BANGKOK, THAILAND

RATIONALE

Recent experiences in emergencies such as the Tsunami and Pakistan Earthquake confirmed the pivotal need for strong Human Resources (HR) in the humanitarian sector.

An organization is only as good as its people. Managers are increasingly faced by HR challenges that take most of their time and energy during emergencies and non-emergencies. Human Resource Management-Development (HRM-D) is an integral aspect of an organization which affects the delivery of service to the affected population.

Organizations are becoming increasingly aware of the added value of a strong HR function. Recognizing the need for positioning and elevating the role of HR in an organization, CWS-P/A offers a regional workshop on "Managing and Developing People in the Humanitarian Sector."

GOAL

The workshop aims to expose managers of the added value of HR in an organization.

OBJECTIVES

- Provide a clear understanding of the concepts, processes, and practices that form the basis of successful HR.
- Clarify the position of HR in an organization, including the role of HR Manager vs Manager.
- Explore the challenges, tools, and strategies of attracting people.
- Explain the challenges, styles, and tools of managing people in a diverse team and distance management.
- Understand the different approaches of developing people.
- Recognize the need for retaining people and the cost of losing people.

MODULE

The following sessions will be explored:

- Positioning HR: Where is HR?
- Attracting People: Are you ready?
- Managing People: Do you know your style?
- Developing People: Is what you are doing working?
- Retaining People: What do you do to keep people?



EXPECTED OUTPUTS

At the end of the workshop, participants will have:

- Clearer understanding of HR terms and terminologies.
- Defined role of HR Manager and Managers.
- Explored tools and techniques for attracting, managing, developing and retaining people.
- Better comprehension of working and managing in a diverse team.
- Reflected and recognized their management style.
- Developed an HR network.

METHODOLOGY

The workshop is highly interactive and includes experiential learning and other methodologies such as brief lectures and presentations, small group activities, plenary discussions, and role plays. Opportunities will be provided for a one-on-one session with the facilitator for each participant who wishes to discuss HR related issues.

THE FACILITATOR

Ms. Uma Narayanan, specializes in human resources and organizational development for medium to large scale organizations, mostly in the humanitarian and not for profit sectors. Ms. Narayanan has a background in International Organizational and Systems Development and worked as an Organization Development and Human Resources practitioner mostly in Southeast Asia and South Asia, for almost a decade.

Comfortable and adapted to various cultural, economical, linguistic, and religious environments Ms. Narayanan's recent mandates include supporting the restructuring process of a major humanitarian organization that covers the East Africa region. Ms Narayanan continues to redesign the HR practices and policies for various international humanitarian organizations including some in Afghanistan, Mongolia, Pakistan, Nepal, and Sri Lanka. As a Facilitator, Ms Narayanan has organized, co-facilitated, and facilitated over 50 workshops and training sessions both locally and internationally for various organizations.

WHO SHOULD APPLY

This workshop is designed primarily for middle to senior level managers who are directly and indirectly involved in HR of their organization.

Criteria for participants:

- Middle to senior level managers with a minimum of 3-5 years experience
- Managers who wish to position HR strategically in their organization
- Experience in HRM or HRD
- Fluency in English



- Manage or work in a diverse team
- Managers who wish to reflect on their own HR management styles and practices

CONDITIONS FOR PARTICIPATION

- We strive to have a diversified group of participants balancing gender, organizational, and geographical representation. Participant selection is based on a number of criteria: the training will be opened for English speaking participants from the whole Asia region.
- Participating organizations must commit to providing the means to its own staff/participant(s) to implement new/improved HR practices within their organization as developed in action plans within the first six months after completing the course. Opportunities and plans will be discussed and outlined during the workshop.
- Must fill in training needs assessment prior to and send it together with the application form
- Sending organization will cover travel and accommodation costs, workshop registration, and expenses related to travel; CWS-P/A will cover the cost of the workshop through external funding.

PRACTICAL INFORMATION

Location:	TBA
Dates:	08:30 Monday, September 8, 2008 – 17:00 Friday, September 12, 2008
Cost:	\$ 250/- (two hundred fifty dollars only). Applicants have to cover thier own airplane tickets and housing.
Language:	English
Facilitator:	Ms. Uma Narayanan
Application Method:	Please complete the attached application form and send it along with required information via e-mail or fax to: Delivery: Ms. Kelli Siddiqui: ksiddiqui@cwspa.org.pk Fax: +92 (0)51 2103172
Application Deadline:	Friday, June 27, 2008
Accommodation:	Accommodation will be arranged <i>on request</i> ; details will be shared in the confirmation package

Selected candidates will be informed by **July 4, 2008**. Please be sure you provide contact information (mailing address, email, and/or phone number) to which you will have access at that time.



FOR FURTHER DETAILS PLEASE CONTACT

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