

## Managing People and Projects in Emergencies

Day 1	Day 2	Day 3	Day 4	Day 5
1.1 Welcome and Introductions  1.2 Humanitarian Context	2.1 Course recap  2.2 Securing Funding	3.1 Course recap  3.2 Planning and Implementing Projects	4.1 course recap  4.2 Financial Management	5.1 Course recap  5.2 Managing Diversity  5.3 Project Closure
<b>11.00 – 11.15</b>	<b>10.30 - 10.45</b>	<b>10.30 – 10.45</b>	<b>10.25 – 10.40</b>	<b>11.00 – 11.15</b>
1.3 Humanitarian Manager	2.3 Coordination and Collaboration 2.4 Project Design	3.3 Leadership	4.3 Accountability  4.4 Risk Management	5.4 Monitoring, Evaluation and Reporting
<b>12.45 – 1.30</b>	<b>12.45 – 1.30</b>	<b>12.45 – 1.30</b>	<b>12.45 – 1.30</b>	<b>12.45 – 1.30</b>
1.4 Needs Assessment	2.4 Project Design (Assessment stage 1)	3.4 Developing Individuals	4.5 Conflict Management and Negotiation	5.5 Presentation Planning  5.6 Presentations and Assessment Stage 2
<b>3.30 – 3.45</b>	<b>3.30 – 3.45</b>	<b>3.30 – 3.45</b>	<b>3.00 – 3.15</b>	<b>4.00 – 4.15</b>
1.5 Building a Team  1.6 Course review	2.5 Project Initiation  2.6 Motivating Others  2.7 Course Review	3.5 Remote and Distance learning  3.6 Course Review	4.5 Conflict and Negotiation (cont)  4.6 Presentation Planning	5.7 Group Debrief, Individual Reflection and Action Planning  5.8 Course wrap Up
<b>17.30 End</b>	<b>17.30 End</b>	<b>17.30 End</b>	<b>17.30 End</b>	<b>17:30 End</b>

