



HUMENTUM'S

COURSE CATALOG



2024

✉ client@humentum.org

🌐 humentum.org

Available Humentum Courses

Financial Management

- Assessing Your NGO Partners' Financial Health | En
 - NGO Budgeting Essentials | En
 - NGO Budget Monitoring Essentials | En
 - Financial Management for Development Professionals (Finance DPro) | En | Fr | Sp
 - Fighting Fraud in NGOs En | Fr | Sp
 - Planning for NGO Financial Sustainability En | Fr | Sp
-

Human Resources and Learning

- eFacilitation Skills | En
 - Effective Knowledge Management for Development Impact | En
 - IQTS Tier 2 SEAH Investigation Theory | En | Fr | Sp
 - IQTS Tier 3 SEAH Investigation Practitioner Program | En | Fr | Sp
 - Management Skills for NGOs | En | Sp
-

Project Management

- Project Management for Development Professionals (Project DPro) | En | Fr | Sp | Po
 - Monitoring, Evaluation, Accountability, and Learning (MEAL) DPro | En | Fr | Sp
 - Program Management for Development Professionals (Program DPro) | En | Sp
-

Compliance and Risk

- USAID Rules & Regulations: Grants & Cooperative Agreements | En | Fr | Sp
- USAID Proposal Development From NOFO*/RFA/RFP to Proposal Submission | En
- USAID Procurement: Grants & Cooperative Agreements | En
- USAID Contract Management for NGOs: An Introduction | En
- USAID Subaward Management | En
- Mastering USAID Cost Reimbursement Contracts | En
- Maximize NGO and INGO Indirect Cost Recovery | En | Fr
- Integrating Effective CLA Plans Into USAID Awards | En

En - English | Fr - French | Sp - Spanish | Po - Portuguese

How You Will Learn

Live Online Webinar Courses

Our expert facilitators draw on their own sector and subject-specific knowledge for a worthwhile and enjoyable learner experience. They will share relevant tools, techniques, and insights during live webinars immediately transferrable to your work. You are also encouraged to engage in collaborative learning through discussions and hands-on group work with your fellow learners. You must log in at set times each day to attend live webinars. You will also access videos and join discussions. Please find out more about our training platform by watching this [video](#).

Self-Directed Online Courses

Humentum's self-directed and focused trainings put the learner first. Connect and engage with peers from around the world, while learning through a series of engaging videos, assignments, and readings. An expert facilitator will guide you. The online learning platform is open for a set number of weeks, and you can log in to work at your own pace whenever convenient. You'll find our platform easy to navigate, with clear guides and instructions. You can find out more by watching this [video](#). To proceed to the next module, you'll need to earn points for completing various tasks (such as watching videos, reviewing resources, and interacting with others). The more tasks you complete, the more points you'll earn.

Add-On Webinars

For certain in-house self-directed courses, you can add up to three webinars. These webinars are designed to accompany the learning content by encouraging discussion and allowing learners to reflect on their learning. Benefits of add-on webinars include additional time with your facilitator, the encouragement of course engagement, and learners exploring questions and solutions together. Current courses with add-on webinars available:

- Monitoring, Evaluation, Accountability, and Learning (MEAL DPro) |. En
- Planning for NGO Financial Sustainability |. En |. Fr |. Sp
- Project Management for Development Professionals (Project DPro) |. En
- USAID Proposal Development: From NOFO/RFA/RFP to Proposal Submission |. En

In-Person In-House Courses

Humentum has relaunched three of its most popular courses as in-person offerings available for in-house clients for up to 35 learners. Current in-person courses available:

- Financial Management for Development Professionals |. En
- Project Management for Development Professionals (Project DPro) |. En
- USAID Rules & Regulations: Grants & Cooperative Agreements |. En

Financial Management

Assessing Your NGO Partners' Financial Health

Self-Directed Course

3-4 hours per module / 5 total modules | 6 weeks | [Register here](#)

Learn what you need to know to assess your NGO partner organizations' financial health, from systems to capacity and resources. This course starts by putting the financial health assessment process in context and identifying key risks and challenges. You will also focus on analyzing financial statements, financial resilience, and partner reviews. After completing the training, you will have templates, tips, and a toolkit to make decisions confidently on funding and other support in your NGO partner reviews.

NGO Budgeting Essentials

Self-Directed Course

3-4 hours per module / 4 total modules | 4 weeks | [Register here](#)

Learn how to create effective NGO projects and donor budgets.

By studying actual project budgets, you'll gain practical skills you can apply at your NGO. At the end of the four weeks, we will consolidate and share a useful summary of all recommended NGO budgeting tools and techniques. You'll return to work recognizing why it is critical to prepare accurate, complete, and justified budgets for effective program management. You will also understand the importance of program and finance teams working together to build and manage NGO budgets.

NGO Budget Monitoring Essentials

Self-Directed Course

3-4 hours per module / 4 total modules | 4 weeks | [Register here](#)

Learn the basics of preparing and analyzing project budget monitoring and forecast reports, including donor financial reports. You'll work with many useful budget monitoring tools and techniques you can apply at your NGO to create reports for both internal use and donor reporting. You'll also examine and discuss a sector-relevant case study. At the end of the five weeks, you'll have a consolidated summary of all recommended NGO budget monitoring tools and techniques.

Financial Management for Development Professionals (Finance DPro)

Self-Directed Course | In-Person Available

3-4 hours per module / 6 total modules | 8 weeks | [Register here](#)

In-person: 5 days | contact client@humentum.org to schedule

Learn the principles and practices of strong NGO financial management without being a financial professional.

This course helps NGO non-financial managers learn the key principles of good NGO financial management, how to manage financial resources more effectively, and how to integrate good financial management systems. After this course, you'll be ready to apply best practices to your own organization.

Fighting Fraud in NGOs

Self-Directed Course

3-4 hours per module / 6 total modules | 6 weeks | [Register here](#)

From behavior to prevention, cover multiple aspects of anti-corruption for INGOs and NGOs. Built from a base of experience of what fraud is (and isn't), this course explains the motivations for why even good people commit fraud. You'll build the skills and confidence as an NGO and INGO staff member to prevent fraud, detect it, and manage incidences effectively. You'll leave this course with the knowledge, tools, and resources you need for anti-corruption.

Planning for NGO Financial Sustainability

Self-Directed Course | Add-On Webinars Available | In-Person Available

3-4 hours per module / 5 total modules | 6 weeks | [Register here](#)

This course shares the practical tools and know-how to achieve financial sustainability to fulfill your NGO organization's mission and objectives, now and in the future.

Starting with an explanation of what financial sustainability for NGOs means, you'll progress to how to evaluate your organization's sustainability. You will discover how to assess current vulnerabilities and move beyond donor dependency. We will share many useful tools and techniques, including Humentum's recipe to build a sustainable financing strategy for NGOs, INGOs or partner organizations.

Human Resources and Learning

eFacilitation Skills

Webinar Course

2 hours per day | 2 weeks | [Register here](#)

Improve your skills in course design and facilitation to deliver engaging training and events virtually for your NGO or INGO.

Get tools and learn techniques to navigate the virtual training and meeting room, as well as additional tools for interaction. You'll engage in facilitated discussions, group exercises, and illustrated presentations, then go "behind the scenes" to learn how to develop course content, manage a virtual room, and adapt to the needs of learners.

You'll be ready to apply course design principles and use these tools for successful events and trainings for your organization.

Effective Knowledge Management for Development Impact

Webinar Course

4 hours per day | 5 days | [Register here](#)

Find out how to implement knowledge management and organizational learning activities and gain more confidence to translate what you are probably already doing into a more systematic and integrated learning practice. As a result, you will be able to write more effective proposals, develop more realistic knowledge management strategies and implement more adaptive programs.

Management Skills for NGOs

Webinar Course

2 hours per day | 8 days | [Register here](#)

Assess and then improve your effectiveness in managing other people in an organization. In this NGO management training, you'll learn communication strategies, strengthen interpersonal skills, and apply effective techniques. You will also create a plan to apply these skills and techniques when you return to your organization.

Human Resources and Learning

IQTS Tier 2 SEAH Investigation Theory

Self-Directed Course with (x3) Additional Webinars

3-4 hours per module / 5 modules in total | 6 weeks| [Register here](#)

The Investigator Qualification Training Scheme (IQTS) is a three-tiered training scheme that builds professional skills in survivor-centered investigations into allegations of SEAH. It aims to establish a professional standard with career progression for investigators. The three tiers support progressively advanced levels of professional training. Tier 2 is designed to equip participants with the necessary theoretical knowledge to undertake SEAH investigations under the guidance of an experienced SEAH investigator. The purpose of Tier 3 is to provide participants with the skills to undertake SEAH investigations without supervision. Learners are strongly advised to complete Tier 3 before practicing actual investigations.

IQTS Tier 3 SEAH Investigation Practitioner Program

Webinar Course

4-6 hours per week | 4 weeks | [Register here](#)

The Investigator Qualification Training Scheme (IQTS) is a three-tiered training scheme that builds professional skills in survivor-entered investigations into allegations of SEAH. It aims to establish a professional standard with career progression for investigators. The three tiers support progressively advanced levels of professional training. Tier 2 is designed to equip participants with the necessary theoretical knowledge to undertake SEAH investigations under the guidance of an experienced SEAH investigator. The purpose of this course, Tier 3, is to provide participants with the skills to undertake SEAH investigations without supervision. We strongly advise that candidates complete Tier 3 level before practicing actual investigations.

Throughout this course, learners engage in a simulated investigation case study and are assessed individually on new competencies and skills. Learners will be Tier 3 certified on successful completion of this assessment.

Project Management

Project Management for Development Professionals (Project DPro)

Self-Directed Course | Add-On Webinars Available | In-Person Available

3-4 hours per module / 6 modules in total | 8 weeks | [Register here](#)

Build real-world project management skills for the international development sector.

Build practical skills and gain knowledge to effectively initiate, plan, execute and close out projects in the international development community. Our facilitators identify the unique challenges of project management, cover Project DPro's key principles of project management, and give you practical tools for implementation.

Monitoring, Evaluation, Accountability, and Learning (MEAL) DPro

Self-Directed Course | Add-On Webinars Available

3-4 hours per module / 8 total modules | 8 weeks | [Register here](#)

Gain the skills and confidence you need to effectively design, plan, and manage MEAL systems for development and relief projects.

Created by NGOs for NGOs, MEAL DPro improves MEAL skills across the humanitarian and development sector. This course covers the essential skills of monitoring, evaluation, accountability, and learning.

Program Management for Development Professionals (Program DPro)

Self-Directed Course

3-4 hours per module / 8 total modules | 8 weeks | [Register here](#)

Learn how to successfully manage complex NGO development programs.

Gain the skills to strategically adapt Project DPro's NGO project management tools for program development at a more advanced level. This course complements Project DPro with an emphasis on more complex programs operating multiple projects simultaneously.

Compliance and Risk

USAID Rules & Regulations: Grants & Cooperative Agreements

Webinar Course | In-Person Available

5 hours per day | 5 days | [Register here](#)

Whether you are new to USAID funding requirements or have years of program experience, at the end of this highly participatory training you'll know how to navigate USAID rules and regulations to benefit your work. Our experienced facilitators take you step-by-step through the structure of USAID's rules and regulations and introduce you to the USAID Award cycle. You will return to your project able to easily find answers to questions about your award – from 'are laptops allowable?' to 'does my international trip need prior approval?' to 'how do I dispose of a vehicle?'. In addition to maintaining donor compliance, you'll also learn how to build strong working relationships with USAID and develop policies for the successful management of your grant or cooperative agreement.

Maximize NGO and INGO Indirect Cost Recovery

Webinar Course

4 hours per day | 3 days | [Register here](#)

Learn how to maximize rates of cost recovery for NGO or INGO programs and maintain donor compliance with a USAID focus. We'll guide you through how to choose useful methods for calculating indirect costs to determine if you're maximizing your rates of cost recovery. You will be able to go back to your organization understanding the basics of the US Government's Negotiated Indirect Cost Rate Agreement (NICRA).

Mastering USAID Cost Reimbursement Contracts

Webinar Course

3 hours per day | 5 days | [Register here](#)

This course goes into every detail of USAID cost-type contracts. This course covers multiple components of USAID contract reimbursement contracts, including risks and mitigation, teaming, proposals, negotiating, subcontracting, cost principles, personnel compensation, IP rights, travel, audit and closeout, and much more.

Compliance and Risk

USAID Procurement: Grants and Cooperative Agreements

Self-Directed Course

3-4 hours per module / 5 total modules | 5 weeks | [Register here](#)

Prepare to implement the right processes for effective USAID procurement.

Learn all the different considerations for procurement throughout the project lifecycle including procedures, systems, ethics, and standards. In addition to maintaining donor compliance, you will learn how to use procurement planning to be more efficient, more adaptable, and better manage risk.

USAID Proposal Development From NOFO*/RFA/RFP to Proposal Submission

Self-Directed Course | Add-On Webinars Available

3-4 hours per module / 4 total modules | 4 weeks | [Register here](#)

Get the practical tools, resources, and guidance you need to submit quality proposals to USAID. This course helps staff members at NGOs effectively manage the proposal process at the country office level by learning how USAID works. You will also learn the processes and challenges of responding to NOFOs, RFAs, and RFPs in the home office.

**NOFO is Notice of Funding Opportunity*

USAID Contract Management for NGOs: An Introduction

Webinar Course

4 hours per day | 5 days | [Register here](#)

Get insights into USAID contracts for anyone new to the process, whether you're a partner or NGO. If you're new to USAID contracts (as a partner or an NGO), this course stimulates critical thinking about, and effective decision-making for, USAID contract management implementation, including: how to decide whether to bid on contracts, how to conduct a thorough review of the Request for Proposal (RFP), and where your organization may be at risk. You'll also get tools to effectively administer USAID contracts as well as contracts issued by other US Federal agencies.

Compliance and Risk

USAID Subaward Management

Self-Directed Course

3-4 hours per module / 4 total modules | 4 weeks | [Register here](#)

Get the tools and resources prime NGOs (pass-through entities) need to effectively manage the USAID subawards provided to the subrecipients. Practical for both prime recipients and subrecipients, this course covers USAID regulatory requirements, processes for selecting local partners, assembling appropriate subaward packages, and managing risks. Participants can practice conducting partner assessments, identify appropriate subaward mechanisms, and implement effective performance monitoring best practices.

Use this USAID subaward management training to build capacity to refine systems or become direct recipients. This subaward course can be an integral part of a subrecipient's plans to qualify as direct recipients of USAID awards as part of USAID's co-partnering and self-reliance goals.

Integrating Effective CLA Plans Into USAID Awards

Webinar Course

4 hours per day | 4 days | [Register here](#)

Learning has always been a part of how development programs are designed and implemented, but in recent years USAID has more clearly defined systematic guidance for its missions, operating units, and implementing partners via its Collaborating, Learning, and Adapting (CLA) framework. This framework helps program teams learn and adapt on an ongoing basis, in a systematic way, that leads to greater impact. This foundational training is facilitated by experts in USAID's CLA framework and will be supplemented by guest appearances from USAID CLA practitioners. Our facilitators will show learners how to implement and demonstrate CLA capacity, and give them the confidence to translate what they are probably already doing into more systematic and integrated learning practices. As a result, learners will be able to write more effective proposals, develop more realistic MEL plans, and implement more adaptive programs.