

Humanitarian Response Workshop 2014 TOMODACHI NGO Leadership Program

Online application deadline

12 noon, Wednesday August 6, 2014

Please submit application online

https://docs.google.com/forms/d/1x4lod1UpLA0y8sreB5HEBQm8G33cq06Ola0rGiDU1Gg/viewform?usp=send_form

Days/Dates:

Sunday through Friday evening, October 26 – 31

Venue:

National Women's Education Center of Japan NVEC

独立行政法人国立女性教育会館

〒355-0292 埼玉県比企郡嵐山町大字菅谷 7 2 8

Access

<http://www.nwec.jp/jp/about/access.html>

Japan Platform will be hosting a weeklong workshop series for future NGO leaders.

20 Japanese NGO Staff members will participate in the training program along with 10 NGO representatives from partner organizations in South Korea, China, Taiwan, Indonesia, and the Philippines and the USA - for a total of 30 participants. The training will be held entirely in English.

Training program Goals

- Enhance the capacity of NGOs working in disaster, conflict and other humanitarian situations by providing professional development opportunities for the skills and knowledge enhancement of future leaders
- Participants will gain knowledge and hands-on learning experience in 5-8 key themes/Skill sets.
- Participants will be expected to share and actively employ the knowledge and skills gained in their organization upon their return to enhance the capacity of their organizations after the training.

Training program themes

Over the course of one week of intensive training, participants will gain knowledge and hands-on learning experience in 6-8 key themes and skill sets such as coordination, cash transfer programs, needs assessment, procurement, Do No Harm, accountability security management and evaluation.

Applicant criteria

- Must be employed by the NGO for at least 1 year and intend to remain employed by that NGO for the foreseeable future;
- Must have prior experience as an emergency responder;
- Must have strong or fluent English communication skills (there will be no translation provided);
- Must be endorsed by the applicant's employing NGO.

Requirements - All applicants agree to

- Join the entire program Sunday evening until Friday evening and take part in all activities.
- Stay overnight at the training center

- Complete the reading/preparation packet prior to the training program. (You will have at least 1 month to complete the reading and a pre training essay or questionnaire)
- Bring the learnings from the training back to your organization and utilize skills to enhance organization operations
- Submit a plan of concrete implementation possibilities
- Submit an evaluation

Expected Outputs – possible post training starting points for participants (still to be confirmed)

- Specific presentations for Board members, Staff and Volunteers
- In house training for staff and volunteers on the key topics covered
- Internal report for host organization on learnings, organizational implementation plan to be submitted to JPF and the host organization
- Columns/articles in Newsletter and websites

Expenses covered:

- Hotel / dorm and meal costs
- Local transportation costs

Note: All long distance and overseas travel costs should be covered by the sponsoring organization.

Time line

July 17- August 6 Application period
 August 6 Applications due
 August 20-22 Participants confirmed

Overseas applications are limited to nominations from partner organizations in South Korea, China, Taiwan, Indonesia, and the Philippines and the USA

End August Participants introduction sheet and schedule sent to participants
 Mid-September Preparation materials / reading packet sent to participants,
 Mid-October Pre-training activities completed
 October 26-31 Training program

Basic Training Program Schedule

Sunday, Oct 26	Monday ~ Thursday, Oct 27-30	Friday, Oct 31
	9:00- 9:45 Introduction session	9:00-9:30 20 min intro to simulation
	10:00-12:30 2 – 3 hour workshop	9:30-15:00 SIMULATION Activity
	Lunch	15:00- 16:00 Debriefing
16:00-18:00 Arrival, check in	13:30 – 16:45 2 - 4 hour workshop	16:00-18:00 Workshop for the activation of learnings – focus on outputs
18:00 – 19:30 Dinner	17:00 - 18:00	18:30 Farewell dinner (tentative)
19:30 - 21:00 Meeting	Q and A / recap of the day	

A detailed schedule will be sent in August with confirmation letters.

*Information can also be found on the Japan Platform website: <http://www.japanplatform.org/>
 If you have questions about the training program, please contact Japan Platform at training@japanplatform.org*