

open training course | Practical information

Training schedule

Lyon 9.00:12.30 – 13.30:17.00

On the first training day, please show up at 8.00 am at the training center. Training ends at 5:30 pm the first day.

The final day of training can end at 7:00 pm. We kindly request you to arrange your return transportation (train, flight) only after 8:00 pm.

Teaching methods

Pedagogical methods focus on the practical application of knowledge and skills, delivered by experienced trainers from the humanitarian sector.

- | Collective practical cases (case studies, exercises, role-playing, etc.), restitutions, analysis and group discussions.
- | Technical methods, tools and equipment/materials as those used in a professional context.
- | Theoretical and practical training.
- | Daily review of the training activities to enhance skills development.

Number of participants

Number of participants varies depending on the type and organization of the training session, so as to encourage opinion-sharing debates among the group.

Lyon up to 24 participants

If the minimum number of registered participants is not reached, Bioforce Institute reserves the right to cancel the training session. In the event of such cancellation, registered participants will receive a full refund.

Evaluation procedures

KNOWLEDGE ASSESSMENT

Skills-based training courses are not subject to official certification. However, **an individual assessment test is organized at the end of the course.** Trainees must score **a minimum grade of 10 out of 20 to obtain a certificate of professional competence.**

ENSURING THE BEST TRAINING POSSIBLE

1 review with the facilitator at each synchronous exchange

The time dedicated to mutual exchange aims at assessing trainees' practical and theoretical knowledge acquisition. Content may then be adapted to trainees to meet their expectations as well as global training objectives.

1 time dedicated to monitoring knowledge acquisition for each participant

A self-assessment questionnaire is completed by each participant at the start and end of the course. The questionnaire is intended to measure participants' knowledge acquisition.

1 feedback form to be completed by each participant at the end of the training

Trainees will be asked to assess the quality of the training: relevance of its content, organization, pedagogical methods used during the training, equipment and the quality of information given before the training.

During the training

Lyon

Institut Bioforce

41 avenue du 8 mai 1945

69694 Vénissieux cedex

For each of our trainings, the following equipment will be provided:

- | 1 or more training class rooms that can be adjusted to activities (case studies, role-playing, work group, etc.)
- | 1 video projector, white board
- | 1 or more paperboard-s

After the training

DOCUMENTS GIVEN AT THE END OF THE TRAINING

- | A flash drive that includes all course materials featured during the session and participants email contacts to get in touch after the training.
- | A certificate of attendance will be delivered to each participant at the closing session of the training. It mentions the course title and objectives and attests the number of hours the trainee attended.
- | A certificate of professional competence will be delivered to each participant that obtained a minimum grade of 10 out of 20 at the individual assessment test

NEW! Obtain your diploma in humanitarian programme management at your own pace

This skills-based training course is part of the ["Humanitarian Programme Manager" diploma course](#). You can now obtain this diploma at your own pace:

- | Attend the 5 competency-based modules (3 years to attend the 5 modules)
- | Go out on a 6-month workbased learning in the field with an NGO (within the 18 months following the end of the last module you attend)

The diploma is "Coordinateur de projet de la solidarité internationale", a level I qualification awarded by the Bioforce Institute (equivalent to a five-year higher education diploma) and registered by the French National Record of Professional Qualifications.

	Modules spread out over up to 5 years	All modules the same year
<i>Administration fees</i>	0 €	60 €
Module 1 Introduction to the aid sector	800€	
Module 2 Humanitarian programme : Managing people and organizations	2 000€	
Module 3 Humanitarian programme : Managing programmes and projects	2 000€	6 500€
Module 4 Humanitarian programme : Managing finance and funding	2 000€	
Module 5 Training of trainers for the aid sector	800€	
Bioforce Institute support during your 6- month workbased learning	950 €	
Total	8 550€	6 560€

How to apply for the training

The application deadline is set 2 weeks before the training starts. As the number of participants for each training is limited, early registration is advisable. Candidates likely to benefit from an employer funding are advised to apply no later than 3 weeks before the training starts.

APPLICATION

To apply for the training, go to [Bioforce Institute | Apply online now!](#) You will be asked to attach a resume in PDF format to complete the registration form. You will then receive a quotation. As soon as you send us back this quotation signed, we will evaluate your application.

Full or partly funding from your employer or any accredited collecting fund organism must be stated during registration, along with a certificate of the precise amount covered by the organism.

PRE-REGISTRATION

Your application has been successful? You will now receive a pre-registration confirmation email. To complete your registration, you will be asked to pay the training fee.

REGISTRATION

You are not registered until you complete payment of the training course fee. To complete registration and secure your place, you must pay the full training fee.

Final registration will then be confirmed by email. You will also receive an email containing all the necessary practical information.

Any questions?

If you have any questions, you can browse through our [Frequently Asked Questions \(FAQ\)](#). [Click here:](#)

- | [Funding opportunities](#)
- | [Cancellation and refund policy, means of payment](#)
- | [Level of skills after a skills-based training courses](#)
- | [Available equipment and events open to participants](#)
- | [Support materials used during our trainings](#)
- | [Rules of procedure](#)
- | [Etc.](#)