

Training of Trainers on Life Skills (for NGO professionals)



Duration
(5 Day)

Location: Multan

Training objectives

Life Skill training; the term 'Life Skills' refers to the skills usually associated with managing and living a better quality of life, they help us to accomplish our ambitions and live to our full potential. Life skills are the behaviors used appropriately and responsibly in the management of personal affairs as well as social affairs. They are a set of human skills acquired via teaching or direct experience that are used to handle problems and questions commonly encountered in daily human life.

This training is aimed to improve the lives of people, particularly associated with NGO world; since the field is very vast and deals with the human factor primarily and eventually. So the people who are in the work of dealing with other people must know these skills for effective delivery of services through better understanding about themselves and the different behaviors in their communities.

Training Audience

This program is specially designed for the people working as trainers or NGO sector professionals, keeping in view their job challenges and demands.

Expected Outcomes

After attending this training, participants will be able to;

- Get better understanding about themselves
- Understand different types of attitudes in the community / organizations
- Bring a positive change in their personalities
- Manage certain situations and conflicts in their professional and personal lives

Training Fee: Rs. 29500/-

The cost includes

- Training Fee
- Study material
- Tea and refreshment
- Certificate

Training Content

1. Understanding Emotions and Managing Strong Emotions
2. Power of Positive Attitude
3. Goal Setting Make it happen
4. Hygiene & Dress
5. Making a Positive First Impression
6. Developing confidence in self and others
7. Dealing effectively with criticism
8. Refusal Skills
9. Stress Management
10. Solving Problems
11. Conflict Management
12. Career Assessment Tools
13. Reducing Intimidation & Bullying
14. Be a Good team Player
15. Time Management
16. Respecting Authorities
17. Workplace protocol

Trainer Introduction



"The resource person, Mr. Waqar Haider Awan is an expert training and development professional. Having years of delivering training to the trainers. Mr. Awan has innate art of transferring set of skills to the participants proficiently. Life skills being his strong area of expertise and interest, he gets on priority of every organization for life skill training programs. Mr. Awan has designed numerous training programmes and conducted different training programmes especially for youth and workforce development."



Contact us

Complete Human Resource Solutions (CHRS)

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Training on Art of Winning Proposal Training

Duration 2 days

Training Dates 11th to 13th April 2014

Training Objectives

The subject of this short training program is effective proposal development. But the proposal does not stand alone. It covers the basic ground being part of a process of planning and of research on, outreach to, and cultivation of potential foundation and corporate donors. This process is grounded in the conviction that a partnership should develop between the nonprofit and the donor. Only a proposal effectively written can win a project.

This training throws ample light on proposal development skills for developmental activities. It will help participants to understand the types of proposals, its structure & contents, formatting and finally the budgeting skills to create the win-win opportunity.

Target Audience

This training is specifically designed for managers, supervisors, project coordinators as well as the representatives from community organizations who are assigned to or part of designing proposals for developmental projects.

Training Contents

This training course covers the following contents;

- Introduction to Proposal Writing & pre-proposal considerations
- Donor's Strategic direction, priorities and interests
- Proposal Assessment Procedures
- ToRs Compliance
- Deadline
- Types of Proposals
- Project Cycle & Proposal
- Reviewing LFA Steps
- Proposal Structure & Contents
- Proposal Format & Writing
- Budget, its types and preparation
- How to fix the 6 common mistakes proposal writers make

Expected Outcomes

After this training, participants will

- Understand different types of proposals
- Understand the qualities of winning proposals
- Deal with the importance of contents and ToRs compliance
- Effectively use & justify LFA
- Develop effective proposal with due information & formatting

Training Fee: Rs. 14500/-

The cost includes

- Training Fee
- Study material
- Lunch and refreshment
- Certificate

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