

## MORALE

Capacity building for curricula modernization of Syrian and Lebanese HEIs and lifelong learning provision: towards sustainable NGOs management and operation with special focus on refugees

Erasmus+ KA2 – Capacity Building in the field of Higher  
Education 598318-EPP-1-2018-1-LB-EPPKA2-CBHE-JP

# 3rd Training of Trainers Agenda Four Elements NGO, 15-16-17 June 2021

### 3rd Training of Trainers - Four Elements

#### Expected Results:

In-depth understanding of partners on the following topics:

- NGO Project Management, Fundraising, Human Management and Interaction with actors
  - Definitions of project actors and components of a project
  - Methodology in project implementation
  - Business continuity management, tools and strategies
  - NGO leadership, performance, monitoring and excellence
  - Fundraising, professionalism and co-operation with donors
  - Lobbying, campaigning, PR, and Volunteering Management

## Tuesday 15th of June

**Link to webinar room:**

<https://zoom.us/j/97888578091?pwd=Y1RoNUVkJkhtWWV1dzFPaHpoQT09>

Meeting ID: 978 8857 8091

Passcode: 370306

<b>Lebanon/Syria</b> <b>10h30 - 12h00</b>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Introduction to projects: Basic concepts and definitions</li> <li>• Project organization and roles</li> </ul> <p><i>Ms. Ester Maria Kalogeroudi, Four Elements</i></p>
<b>12h00 - 12h30</b>	<b>Coffee Break</b>
<b>12h30 - 14h00</b>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Project management: the phases of a project</li> <li>• Leadership and Management</li> </ul>
<b>14h00 - 15h00</b>	<b>Lunch Break</b>
<b>15h00 - 15h30</b>	<p><b>Introduction to Training Activity</b></p> <ul style="list-style-type: none"> <li>• Inception &amp; Action Plan</li> </ul>
<b>15h30 - 17h00</b>	<p><b>WORK IN BREAKOUT ROOMS</b></p> <ul style="list-style-type: none"> <li>• Groups organised by the coordinator (mixed profiles: academic staff &amp; NGO representatives).</li> <li>• Articulated in video-conference breakout groups.</li> <li>• Answering the proposed questions to apply the theory discussed in previous sessions.</li> </ul>

## Wednesday 16th of June

**Link to webinar room:**

<https://zoom.us/j/92144118574?pwd=YnFYWWJQZE1SRDZtakxTd2VIUU9sUT09>

Meeting ID: 921 4411 8574

Passcode: 680991

<b>Lebanon/Syria 10h30 - 12h00</b>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>● Business Continuity Management, definitions, strategy and arrangements</li> <li>● NGO Governance and Structure</li> <li>● Monitor &amp; Control, Project Performance, Risk Management</li> </ul> <p><i>Ms. Ester Maria Kalogeroudi, Four Elements</i></p>
<b>12h00 - 12h30</b>	<b>Coffee Break</b>
<b>12h30 - 14h00</b>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>● Quality Assurance Methodology and Indicators</li> <li>● Fundraising, professionalism, cooperation with funding organizations</li> <li>● Lobbying and Campaigning</li> </ul>
<b>14h00 - 15h00</b>	<b>Lunch Break</b>
<b>15h00 - 16h00</b>	<p><b>WORK IN BREAKOUT ROOMS</b></p> <ul style="list-style-type: none"> <li>● 6 groups</li> <li>● organised by the coordinator (mixed profiles: academic staff &amp; NGO representatives).</li> <li>● Articulated in video-conference breakout groups.</li> <li>● Answering the proposed questions to apply the theory discussed in previous sessions.</li> </ul>
<b>16h00 - 17h00</b>	<p><b>Training - Sharing &amp; Feedback Session</b></p> <p><i>Ms. Ester Maria Kalogeroudi, Four Elements</i></p>

## Thursday 17th of June

**Link to webinar room:**

<https://zoom.us/j/96108110865?pwd=QUNoMnNMSkxsVTY2OE9XdFFMRc5UT09>

Meeting ID: 961 0811 0865

Passcode: 696490

<b>Lebanon/Syria 10h30 - 12h00</b>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>● Communication &amp; PR Skills</li> <li>● HR &amp; Volunteering Management</li> </ul> <p><i>Ms. Ester Maria Kalogeroudi, Four Elements</i></p>
<b>12h00 - 12h30</b>	<b>Coffee Break</b>
<b>12h30 - 14h00</b>	<p><b>WORK IN BREAKOUT ROOMS</b></p> <ul style="list-style-type: none"> <li>● groups organised by the coordinator (mixed profiles: academic staff &amp; NGO representatives).</li> <li>● Articulated in video-conference breakout groups.</li> <li>● Answering the proposed questions to apply the theory discussed in previous sessions.</li> </ul>
<b>14h00 - 15h00</b>	<b>Lunch Break</b>
<b>15h00 - 16h30</b>	<p><b>Training - Sharing &amp; Feedback Session</b></p> <ul style="list-style-type: none"> <li>● Presentation of the ideas by the groups</li> </ul> <p><i>Ms. Ester Maria Kalogeroudi, Four Elements</i></p>
<b>16h30 - 17h00</b>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>● Final notes</li> </ul> <p><i>Ms. Ester Maria Kalogeroudi, Four Elements</i></p>