

skills 4 abroad

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PROGRAMME 2024

prepare – connect – support

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Annette Frick
Bonn

Bonn, November 2023

On behalf of



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WELCOME

skills 4 abroad

PREPARE – CONNECT – SUPPORT

To honour our long-standing motto, we consulted with our commissioning party BMZ this year to see how we could adapt the title of our programme. We wanted to emphasise not only the preparatory elements of our programme but also the continuous support we offer people during their assignment abroad.

The upshot: 'Preparation for Assignments Abroad' is now 'Skills4Abroad' – a term that neatly captures the core mandate of our Key Qualifications for International Cooperation programme. In short, we provide practice-oriented skills development for experts and managers who (will be) work(ing) abroad and for accompanying family members.

Our programme catalogue is designed to help you compile your own customised Skills4Abroad learning pathway.

SO, WHAT CAN YOU EXPECT ON THE NEXT FEW PAGES?

The next two pages are designed to give you an **overview of the courses we offer**. Here you can see which courses are taught only in person, which ones only online, and which courses are offered in both formats. This is followed by our **course radar** and some **useful selection criteria** to help you compile your own training programme that will give you an ideal mix of online and in-person training courses, preparatory inputs, and on-assignment support. Our final two-page spread gives you an opportunity to fine-tune your personal learning pathway and encourages you to try out our **individual learning and networking services**. No new courses are planned for 2024 but there will be many new individual learning opportunities that we offer either in-person at Campus Kottenforst or digitally on our new **Online Campus**. You can use these individually at any time or they can be embedded in the new half-day format **'Time 2 Learn - focus on your learning'**.

See our booking platform **learning.giz** for more information or contact our Registration & Support Team directly. To find out more about Campus Kottenforst, please visit our **website**.

The Skills4Abroad Team hopes you have fun customising your own personal programme!



COURSE OVERVIEW: OUR COURSES AT A GLANCE

As a participant you have the option of booking in-person (at Campus Kottenforst in Bonn-Röttgen) or online (at our Online Campus). The following tables provide an overview of the courses that are offered exclusively in person or online, as well as the training formats that can be booked both online and in person. In some cases, the latter differ in terms of duration.

COURSES OFFERED EXCLUSIVELY IN IN-PERSON OR ONLINE FORMAT



IN-PERSON

Dealing with complexity and diversity
in the international context

Basic – safety & security training

Intensive – safety & security training

Dealing with stress and trauma

Unmasking power: understanding and acting
against sexual violence and sexism

boundary violation and sexualised violence

Effective presentation in the international context

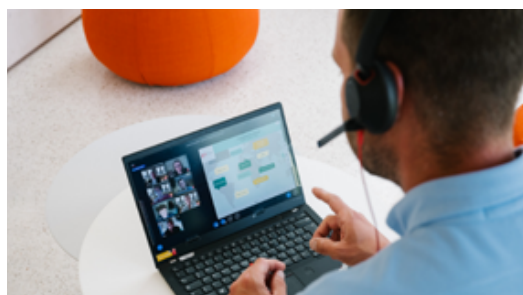
Effective facilitation in the international context

Effective negotiation in the international context

Roles and competencies in consulting

Project management in international cooperation

Time 2 Learn – focus on your learning



ONLINE

Accompanying partners

Moving and living abroad with children

Refresher – safety & security training

COURSES OFFERED BOTH IN-PERSON AND ONLINE

COURSE	IN-PERSON	ONLINE
Country analysis	3 days	3 learning days (distributed over 4 days)
Language training*	1 week: 28 course units or 2 weeks: 56 course units over 10 days	2 weeks: 40 course units over 10 days
Task-based language training*	1 week: 28 course units over 5 days	1 week: 28 course units over 5 days
Learning 4 Development - focus on your topic	2-3 days	2-3 days

* The duration of the courses "Language training" and "Task-based language training" is counted in course units of 45 minutes each.

COURSE RADAR: COMPILE YOUR OWN TRAINING PROGRAMME

It's all about you: our job is to help you prepare for your new tasks and to support you during the first two years of your assignment abroad. With Skills4Abroad, you can book courses on professional or personal topics and study in-person or online, on your own or in small groups, before you go or while you are away... But how do you know which courses are right for you?

By asking four simple questions, the course radar on our website will help you find the answer: simply state the language in which you wish to take part, how you would prefer to learn (in-person or online) and whether your partner and/or children will be accompanying you on your assignment.

The following considerations may also help you in selecting courses.

ONLINE OR IN-PERSON TRAINING – WHAT'S THE BEST CHOICE FOR ME?

You can choose between our in-person or online training. Because of their content and the way they are taught many courses are only offered in-person. We recommend completing these trainings before you head off abroad. Other courses are available exclusively online, as they focus on practical aspects and the specific project context and draw on your own experience in your partner country. As a result, they are a particularly good on-assignment training option after departure. Courses that are booked individually generally offer a maximum of flexibility. Here you have a choice between an in-person and digital format (Country analysis, Language training, Learning 4 Development – focus on your topic).



DO I WANT TO DO THE TRAINING BEFORE I LEAVE FOR MY ASSIGNMENT OR WHILE I AM THERE?

Many courses are best taken before you leave for your assignment, while others make more sense once you are actually there. If both options are available, it is important to decide whether you would prefer to equip yourself with as much knowledge as possible before you go or whether it is more important for you to familiarise yourself with the context in your country of assignment first so that you can relate more to the actual context in your training. If you are already at your assignment location but wish to take part in an in-person training, you could perhaps combine your course attendance with a business trip or home leave. If you sign up for an online course during your assignment abroad, remember to take into account the different time zones: our courses are held during daytime hours in the CET time zone.

WHAT ABOUT MY ACCOMPANYING FAMILY MEMBERS?

At Campus Kottenforst, we offer free accommodation and meals for you and your accompanying family members as well as childcare services for children up to the age of 12. In-person attendance at Campus Kottenforst is the logical choice for anyone requiring childcare so they can give their full attention to their course. On the other hand, having school-age children might be just the reason why you decide to book an online course. Please note, however, that school-age children have the option of attending the local school in Bonn-Röttgen for the duration of your training. This can be a good option if you and your accompanying partner wish to attend in-person courses together. If an accompanying partner is too busy with other commitments before you leave on assignment, there is also the option of online training, later on – including two courses geared explicitly to the topic of going abroad as a family. Please [check out our flyer](#) detailing the most important things you need to know about an assignment with an accompanying partner or children.



WHAT DO I VALUE MORE – PREPARING ON MY OWN OR WITH OTHERS?

An extended stay at Campus Kottenforst enables you to make the most of the opportunities we provide for networking and interacting with other course participants and it produces more lasting results. By contrast, individual learning can be done in person and in a digital format. However, participant feedback has shown that finding time to learn can often prove quite difficult. Therefore, staying at Campus Kottenforst for longer might also be beneficial if you wish to make use of the learning landscape, which includes the Campus Library and the learning stations – maybe even as part of the half-day format 'Time 2 Learn – focus on your learning' which was specially created for this purpose. No matter what your preference, in almost all training courses, you have the option of booking practice-oriented coaching sessions in the 12-month period following your training. The idea here is to give you a chance to reflect on the course content with your trainer in the light of your personal experience on site.



LEARNING LANDSCAPE: OPTIONS FOR FURTHER LEARNING

A chance to finally get to grips with a particular topic, engage in an exchange about international cooperation with others or simply be present in the moment and be inspired – with us, learning means all that and more.



Campus Kottenforst is a learning landscape that offers not only a great many exciting learning facilities, but many different learning, information, and networking formats, too. In addition to the SDG pathway on the 2030 Agenda's Sustainable Development Goals, Campus Kottenforst has learning stations for languages and for security and safety. Our Networking Wall represents participants with their corresponding geographical focus and expertise, while our Campus Library boasts a media content of 25,000+ entries (books, journals/magazines, films, music and games). With our Online Campus, you can also access these learning formats digitally no matter where you are. Further learning content (on feminist foreign and development policy or on data protection and data security, for example) as well as digital databases and e-books/e-journals are also available for use.



The learning inputs and media can be used individually or as part of two tutor- and self-guided services: 1) **'Learning 4 Development'** (in-person / digital) where you can delve deeper into a topic of your choice with the support of a learning tutor on two to three days every week; and 2) **'Time 2 Learn'** which is available on two afternoons a month. This format includes self-study sessions, as well as options to learn from and with others, and to learn with the support of our Campus Library staff.

CONDITIONS OF PARTICIPATION

WHO CAN PARTICIPATE?

- **Experts and managers** of German international cooperation who will be working
 - for at least **one year (or as intermittent experts*)**
 - in the context of **German development/ international cooperation**,
 - in a **developing or emerging country** on the **DAC country list**** (or under a regional approach with a focus on a country on the DAC country list).
- **Their accompanying partner** provided that they also leave the country for at least one year. Course participation by teenagers (age 14 or 16) will be assessed on a case-by-case basis.

* Although intermittent experts are also based abroad for at least 1 year, they make frequent business trips to Germany. These business trips amount to no more than 6 months within a single year of employment.

** The DAC country list comprises countries that fall within the scope of development cooperation. It is compiled by the Development Assistance Committee (DAC) of the Organisation for Economic Cooperation and Development (OECD).

SERVICES

The BMZ-financed Skills4Abroad programme comprises the following services:

- Participation in the available courses.
- Experts and managers may participate in all courses. For maximum course duration see section "Time period and duration".
- Accompanying partners may participate in the courses free of charge except for courses on the topic "Management and consulting" as well as the "Task-based language training", and communication workshops.

Accommodation and meals:

- Experts and managers, and their accompanying partners must participate in in-person trainings to qualify for free accommodation and meals.
- Accompanying children also receive free accommodation and meals while their parents attend the trainings.
- On weekends and holidays, accommodation and meals are available in the period between 2 in-person courses.
- Accommodation and meals are available, if it is unreasonable to expect travel to and from the Campus Kottenforst if a 3-day digital training falls in between a period of 2 in-person courses.
- Participants may arrive on the evening before the course and stay an additional night after completion of the training if it is unreasonable to arrive on the first and leave on the last day.

TIME PERIOD AND DURATION

You may attend courses from 6 months prior and up to 24 months after you leave for your assignment abroad.

- The Skills4Abroad programme comprises up to 40 learning days per person.
- Additional course participation is possible, but fee-based.
- Eligibility to participate is renewed with every new assignment abroad.

CHILDCARE

Children up to the age of 12 will be offered age-appropriate care by qualified personnel.

- The maximum capacity of our daycare centre Kids' Campus is 10 children.
- If the Kids' Campus is fully booked, families may bring a caregiver with them. His*Her accommodation and meals will also be financed.

CANCELLATION RULES

- Cancellations incur no cost up to 6 days before the start of the training.
- From 5 calendar days before the start of the training, the Academy will send the seconding organization an invoice if costs were incurred due to short notice cancellation or non-attendance of a participant. This applies mainly to courses that were organised solely for one participant (such as one-to-one language trainings and country analysis courses).
- For BMZ-financed course attendances, the costs invoiced will be limited to the trainer's cancellation fee as well as cancellation fees for the training rooms and guest rooms.

CUSTOMER SERVICE

- The registration deadline is 20 calendar days before the start of the training.
- Early registration is necessary to be able to ensure adequate childcare (particularly for infants under the age of one year) as childcare capacities are limited.

Our Registration & Support Team will be happy to answer all your questions.

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SCHEDULING OVERVIEW

- in-person
- digital
- in-person or digital
- also for accompanying partners (MAP)
- in English on request

Shorter weeks due to public holidays:

- 29.03. Good Friday
- 31.03. Easter Monday
- 01.05. Labour Day
- 09.05. Ascension Day
- 20.05. Whit Monday
- 30.05. Corpus Christi
- 03.10. Day of German Unity
- 01.11. All Saints' Day

COURSE		JANUARY	FEBRUARY
WEEK 1	Country analysis	10.–12.	07.–09.
	Dealing with complexity and diversity in the international context	08.–09.	05.–06.
	Effective negotiation in the international context	–	07.–09.
	Unmasking power: understanding and acting against sexual harassment and sexism	08.–09.	–
	Basic – safety & security training	–	–
	Learning 4 Development – focus on your topic in-person course / digital course	08.–09. 10.–12.	05.–06. 07.–09.
WEEK 2	Tasked-based language training	15.–19.	12.–16.
	Language training (1 or 2 weeks)	from 15.	from 12.
	Roles and competencies in consulting	15.–19.	–
	digital: Tasked-based language training	15.–19.	12.–16.
	digital: Language training	15.–26.	12.–23.
	Learning 4 Development – focus on your topic in-person course / digital course	15.–17. 18.–19.	12.–14. 15.–16.
WEEK 3	Country analysis	–	–
	Dealing with complexity and diversity in the international context	–	19.–20.
	Intensive – safety & security training	–	–
	Effective presentation in the international context	22.–23.	–
	Effective facilitation in the international context	24.–26.	21.–23.
	digital: Refresher – safety & security training	22.	19.
	digital: Accompanying partners	–	–
	Learning 4 Development – focus on your topic in-person course / digital course	22.–23. 24.–26.	19.–20. 21.–23.



MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
06.-08.	10.-12.	08.-09.	05.-07.	03.-05.	07.-09.	04.-06.	09.-11.	06.-08.	04.-06.
04.-05.	08.-09.	06.-07.	03.-04.	01.-02.	05.-06.	02.-03.	07.-08.	04.-05.	02.-03.
-	10.-12.	-	05.-07.	03.-05.	07.-09.	-	09.-11.	-	04.-06.
-	08.-09.	-	-	01.-02.	-	-	-	-	02.-03.
-	10.-12.	-	05.-07.	-	-	-	-	-	-
04.-05. 06.-08.	08.-09. 10.-12.	06.-07. 08.-09.	03.-04. 05.-07.	01.-02. 03.-05.	05.-06. 07.-09.	02.-03. 04.-06.	07.-08. 09.-11.	04.-05. 06.-08.	02.-03. 04.-06.
11.-15.	15.-19.	13.-17.	10.-14.	08.-12.	12.-16.	09.-13.	14.-18.	11.-15.	09.-13.
from 11.	from 15.	from 13.	from 10.	from 08.	from 12.	from 09.	from 14.	from 11.	from 09.
11.-15.	-	13.-17.	-	08.-12.	-	09.-13.	-	11.-15.	-
11.-15.	15.-19.	13.-17.	10.-14.	08.-12.	12.-16.	09.-13.	14.-18.	11.-15.	09.-13.
11.-22.	15.-26.	13.-24.	10.-21.	08.-19.	12.-23.	09.-20.	14.-25.	11.-22.	09.-20.
11.-13. 14.-15.	15.-17. 18.-19.	13.-15. 16.-17.	10.-12. 13.-14.	08.-10. 11.-12.	12.-14. 15.-16.	09.-11. 12.-13.	14.-16. 17.-18.	11.-13. 14.-15.	09.-11. 12.-13.
-	-	-	19.-21.	17.-19.	21.-23.	-	-	-	-
-	-	21.-22.	-	15.-16.	19.-20.	-	-	18.-19.	-
18.-22.	22.-26.	-	-	-	-	-	21.-25.	-	16.-20.
18.-19.	-	21.-22.	-	15.-16.	19.-20.	-	-	18.-19.	-
20.-22.	24.-26.	23.-24.	19.-21.	17.-19.	21.-23.	18.-20.	23.-25.	20.-22.	18.-20.
18.	22.	21.	17.	15.	19.	16.	21.	18.	16.
-	22.-25.	-	-	-	19.-22.	-	21.-24.	-	-
18.-19. 20.-22.	22.-23. 24.-26.	21.-22. 23.-24.	17.-18. 19.-21.	15.-16. 17.-19.	19.-20. 21.-23.	16.-17. 18.-20.	21.-22. 23.-25.	18.-19. 20.-22.	16.-17. 18.-20.



SCHEDULING OVERVIEW

- in-person
- digital
- in-person or digital
- also for accompanying partners (MAP)
- in English on request

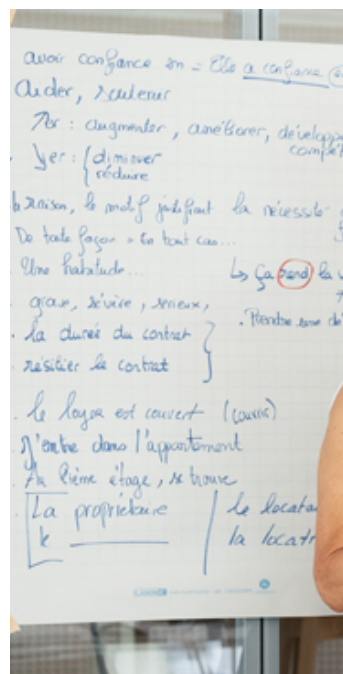
Shorter weeks due to public holidays:

- 29.03. Good Friday
- 31.03. Easter Monday
- 01.05. Labour Day
- 09.05. Ascension Day
- 20.05. Whit Monday
- 30.05. Corpus Christi
- 03.10. Day of German Unity
- 01.11. All Saints' Day

WEEK 4

WEEK 5

COURSE	JANUARY	FEBRUARY
Tasked-based language training	29.01.–02.02.	26.02.–01.03.
Language training (1 or 2 weeks)	from 29.	from 26.
Project management in international cooperation	–	26.02.–01.03.
Intensive – safety & security training	29.01.–02.02.	26.02.–01.03.
Basic – safety & security training	29.–31.	26.–28.
Time 2 Learn – focus on your learning (afternoon)	31.	28.
Dealing with stress and trauma	01.02.–02.02.	–
Unmasking power: understanding and acting against sexual harassment and sexism	–	29.02.–01.03.
digital: Tasked-based language training	29.01.–02.02.	26.02.–01.03.
digital: Language training	29.01. –09.02.	26.02.–08.03.
digital: Country analysis	29.01.–01.02.	26.–29.
Learning 4 Development – focus on your topic	29.–31.01.	26.–28.02.
in-person course / digital course	01.–02.02.	29.02.–01.03.
digital: Moving and living abroad with children	–	–
Learning 4 Development – focus on your topic	–	–
in-person course / digital course	–	–



MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
25.-28.	29.04.-02.05.	27.-30.	24.-28.	22.-26.	26.-30.	23.-27.	28.-31.	25.-29.	-
from 25.	from 29.	from 27.	from 24.	from 22.	from 26.	from 23.	from 28.	from 25.	-
-	29.04.-02.05.	-	24.-28.	-	26.-30.	-	28.-31.	-	-
-	-	-	24.-28.	22.-26.	26.-30.	23.-27.	-	-	-
-	29.-30.	-	-	22.-24.	26.-28.	23.-25.	28.-29.	25.-27.	-
-	-	-	26.	24.	28.	25.	-	27.	-
27.-28.	01.05.-02.05.	29.-30.	27.-28.	25.-26.	29.-30.	-	30.-31.	28.-29.	-
-	-	-	-	-	-	-	-	-	-
25.-29.	29.04.-03.05.	27.-31.	24.-28.	22.-26.	26.-30.	23.-27.	28.10.-01.11.	25.-29.	-
25.03.-05.04.	29.04.-10.05.	27.05.-07.06.	24.06.-05.07.	22.07.-02.08.	26.08.-06.09.	23.09.-04.10.	28.10.-08.11.	25.11.-06.12.	-
25.-28.	29.04.-02.05.	27.-30.	24.-27.	22.-25.	26.-29.	23.-26.	28.-31.	25.-28.	-
25.-26. 27.-28.	29.-30.04. 01.-02.05.	27.-28. 29.-30.	24.-26. 27.-28.	22.-24. 25.-26.	26.-28. 29.-30.	23.-25. 26.-27.	28.-29. 30.-31.	25.-27. 28.-29.	-
02.-04.04.	-	-	-	29.-31.07.	-	30.09.-02.10.	-	-	-
02.-03.04. 04.-05.04.	-	-	-	29.-31.07. 01.-02.08.	-	-	-	-	-



DIVERSITY AND INTERNATIONAL CONTEXT

COURSE OVERVIEW

COURSE	FORMAT & DURATION	LANGUAGE	BOOKABILITY FOR ACCOMPANYING PARTNERS	PAGE
Dealing with complexity and diversity in the international context	In-person course • 2 days plus preparation time (2 hours podcast, incl. time for reflection)	German, English	Bookable	19
Country analysis	In-person course • 3 days <hr/> Digital course • 3 days (distributed over 4 days)	German, upon request also in English, French, Spanish, or Portuguese	Bookable	20

DEALING WITH COMPLEXITY AND DIVERSITY IN THE INTERNATIONAL CONTEXT

LEARNING GOALS

You develop your competencies in dealing with complexity and diversity and also gain a better understanding of a multiplicity of roles, power privileges, and distorted perceptions in international cooperation. You can appreciate intercultural interactions and beneficially shape them.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

CONTENT

In this course you will learn

- › how unconscious bias influences our thinking, feelings and behaviour, and how you can develop strategies against stereotypes and distorted perceptions;
- › how to handle ambiguity and shape intercultural interactions as a negotiation/ mediation process;
- › how to become clearer about your many roles in the system of international cooperation; and
- › how to reflect on discrimination – also from the point of view of power privileges – and develop behavioural options based on a respectful attitude.

TRAINERS

Our trainer pool consists of diversity trainers with extensive experience as trainers and in working abroad.



Languages
German, English



Accompanying partner
Bookable



Number of participants
5–12



Coaching
Bookable



Remarks
We recommend combining this course with the „Country analysis course“.




Booking link
[In-person course](#)


FORMAT AND DURATION


In-person course

- 2 days in-person plus 2 hours of upfront preparation using the “Bias & Culture” podcast (incl. time for reflection)


COUNTRY ANALYSIS


 **Languages**
German, English; on request also in French, Spanish or Portuguese

 **Accompanying partner**
Bookable

 **Number of participants**
In-person course 1-6
Digital course 1-4

 **Coaching**
Bookable

 **Remarks**
We recommend combining this course with the "Dealing with complexity and diversity in the international context" course. Please note that both timing & format (digital/ in-person) of the training are fixed and cannot be customized even when conducted individually.

 **Booking links**
[In-person course](#)
[Digital course](#)

LEARNING GOALS

You will be familiar with important framework conditions, backgrounds, and structures in your partner country and have analysed possible areas of tension that could affect your ability to achieve your personal goals. Taking your interests and previous experience into account as well as reflecting on your behavioural patterns, you are ideally prepared for living and working in your partner country.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

CONTENT

- › You look at and reflect on the framework conditions, backgrounds, structures and processes in your partner country – and get to know the social, economic, environmental, (inter)cultural, and historical circumstances, as well as the politics of the country, including its development policy.
- › You learn more about important stakeholders, the social groups, and the organisations in the country (societal/ethnic groups, political interest groups, relevant NGOs, etc.) and also learn communication and behavioural patterns in your working and everyday life contexts.
- › You prepare yourself for dealing with conflicts, violence, fragility, and special situations such as crisis and threat scenarios, and also for dealing with minorities, gender aspects and role expectations for international experts.
- › You identify possible areas of tension between the cultural, social, and political circumstances in your country of assignment and your own professional and personal goals.

TRAINERS

Our trainer pool consists of country experts with personal experience of living and working in more than 130 partner countries.

FORMAT AND DURATION

In-person course
• 3 days

Digital course
• 3 days (distributed over 4 days)



SKILLS4ABROAD

PERSONAL SAFETY AND (MENTAL) HEALTH

COURSE OVERVIEW

COURSE	FORMAT & DURATION	LANGUAGE	BOOKABILITY FOR ACCOMPANYING PARTNERS	PAGE
Basic – safety & security training	In-person course • 2.5 days	German, English	Bookable	23
Intensive – safety & security training	In-person course • 5 days	German, English	Bookable	24
Digital: Refresher – safety & security training	Digital course • 1 day	German, English	Bookable	25
Dealing with stress and trauma	In-person course • 2 days	German, English	Bookable	26
Unmasking power: understanding and acting against sexual harassment and sexism	In-person course • 2 days	German, English	Bookable	27

BASIC – SAFETY & SECURITY TRAINING

LEARNING GOALS

You will learn how to assess dangers and threats in your partner country realistically and know how to act with caution in risky situations.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner. During your deployment abroad, you and your family will spend time in unsafe regions.

CONTENT

- › Analysis of dangers and risks
- › Dealing with threatening situations in a proactive way
- › Scope for action in violent situations (personal attack, burglary, kidnapping etc.)
- › Strategies for dealing with danger
- › Preventive measures and dealing with situations in the aftermath

We simulate various scenarios in role plays. During these simulations participants play the role of endangered people and perpetrators.

TRAINERS

Our interdisciplinary trainer pool consists of security experts, psychologists, mediators, coaches, and trainers from the field of civil conflict management.



Languages
German, English



Accompanying partner
Bookable



Number of participants
5 – 15



Coaching
Not bookable



Remarks
We recommend combining this course with the “Dealing with stress and trauma” course. Please make sure to check the information on the course at [learning.giz](https://learning.giz.de).



Booking link
[In-person course](#)


FORMAT AND DURATION


In-person course
• 2.5 days


INTENSIVE –


SAFETY & SECURITY TRAINING

 **Languages**
German, English

 **Accompanying partner**
Bookable

 **Number of participants**
9–15

 **Coaching**
Not bookable

 **Remarks**
The entire course takes place at an external training facility (IBZ Schloss Gimborn, Marienheide). It is very demanding and not suitable for pregnant or nursing women. It is not a substitute for a traditional first-aid course. Childcare and accommodation for non-participating persons are not available at the external location. Please make sure to check the information on the course at learning.giz.

 **Booking link**
[In-person course](#)

LEARNING GOALS

You will learn how to assess dangers and threats in your partner country realistically and know how to act with caution in risky situations. Furthermore, you will understand how your own behaviour can reduce risks to your projects, programmes and partner organisations.

TARGET GROUP

You are an expert or manager in the field of international cooperation, or an accompanying partner and you are departing to a region that has an exceptionally high security risk. In your partner country, there is an elevated risk of kidnapping, personal attack or coming under gunfire.

CONTENT

- › Securing your home and property; safe conduct when staying at a hotel
- › Possible courses of action in violent situations, such as robbery, sudden kidnapping and being held hostage
- › How to behave in critical situations, e.g. at checkpoints and demonstrations/mob situations
- › Radio communication
- › How to behave in situations of high weapons density, mine awareness, explosive devices awareness, how to behave when under fire
- › Natural disasters: actions to take in a crisis situation
- › First aid in cases of life-threatening injuries
- › Dealing with stress due to dangerous situations

The course has numerous scenarios and exercises in which you can try out and reflect upon your behavioural patterns.

TRAINERS

Our interdisciplinary trainer pool consists of security experts, psychologists, mediators and coaches as well as trainers experienced in civil conflict management.

FORMAT AND DURATION

In-person course
• 5 days

DIGITAL: REFRESHER – SAFETY & SECURITY TRAINING

LEARNING GOALS

A compact digital refresher course for people who have previously completed in-person safety and security training (basic or intensive). Drawing on your experience and with lively exchanges in small groups, you will refresh your capacity to deal with risks and hazards. You will reinforce the skills you need to cope with threatening situations and will analyse any experiences you may have had in the past. You will become more aware of security risks and possible preventive actions.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner. You already took part in one of our in-person safety and security trainings (basic or intensive) at least 3 years and no more than 10 years ago and now want to brush up on your knowledge (e.g. for a new assignment abroad).

CONTENT

- › Analysing threats and risks
- › Preventive measures for avoiding danger
- › Scope for action in violent situations (assault, burglary, etc.)
- › Security on the move (on foot, when driving), at home and in hotels
- › Kidnapping and attacks; natural disasters
- › Reviewing and developing strategies for dealing with dangerous situations; answers to specific questions

Some topics can be covered in greater detail, depending on the priorities and needs of the group.

TRAINERS

Our pool of trainers includes security experts, psychologists, mediators, coaches and trainers from the field of civil conflict management.



Languages
German, English



Accompanying partner
Bookable



Number of participants
6–10



Coaching
Bookable



Remarks
This is not an introductory course on safety and security. To take part in this training, you must have completed one of our in-person safety & security trainings (basic or intensive) at least 3 years and no more than 10 years ago.





Booking link
[Digital course](#)


FORMAT AND DURATION


Digital course
• 1 day

DEALING WITH STRESS AND TRAUMA

 **Languages**
German, English

 **Accompanying partner**
Bookable

 **Number of participants**
4–8

 **Coaching**
Bookable

 **Booking link**
[In-person course](#)

LEARNING GOALS

You are prepared for possible strain and stress during your stay in the partner country.
You know how to deal sensitively with people in exceptional and high-stress situations.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

CONTENT

- › Potential stress factors during assignments abroad
- › Types and impacts of stress, crises, and extreme situations
- › Dealing with people in exceptional and high-stress situations
- › Dealing with emotions after traumatic experiences
- › Personal limits and professional help

The course consists of specialist inputs and discussions, role plays, and numerous exercises. You will reflect on your personal behavioural patterns and develop new strategies.

TRAINERS

Our trainer pool consists of experienced coaches, psychologists and mediators.

FORMAT AND DURATION

In-person course
• 2 days

UNMASKING POWER: UNDERSTANDING AND ACTING AGAINST SEXUAL VIOLENCE AND SEXISM

LEARNING GOALS

You have become familiar with the framework conditions of sexualised violence as well as options for action for those affected and bystanders. You are sensitised to boundary violations in yourself and others and know how to act preventively.

TARGET GROUP

Experts or managers in the field of international cooperation and accompanying partners of all gender.

CONTENT

- › Power(relations) in the organisational context and international cooperation
- › Awareness: Perception of one's own and other people's boundaries
- › Prevention: safer space, role of leaders
- › Take Action: options for action for those affected and bystanders
- › Definitions, legal situation, framework and intervention structures of the organisation

TRAINERS

The trainers have many years of experience in the areas of organisational development, power and discrimination as well as structural gender-based violence and are distinguished by many years of training experience.



Languages
German, English



Accompanying partner
Bookable



Number of participants
5 – 12



Coaching
Not bookable



Booking link
[In-person course](#)

FORMAT AND DURATION

In-person course
• 2 days

LANGUAGE AND COMMUNICATION

COURSE OVERVIEW

COURSE	FORMAT AND DURATION (teaching unit ¹)	LANGUAGE TAUGHT	PRIOR KNOWLEDGE REQUIRED ²	BOOKABLE FÜR MAP	PAGE
Language training	<p>In-person course</p> <ul style="list-style-type: none"> • 1 week: 28 course units over 5 days • 2 weeks: 56 course units over 10 days <hr/> <p>Digital course</p> <ul style="list-style-type: none"> • 2 weeks: 40 course units (to be distributed flexibly over 10 days after consultation with the trainer) 	Common European languages and more than 60 local languages	Language levels A1 – C1	Bookable	29
Tasked-based language training	<p>In-person course</p> <ul style="list-style-type: none"> • 1 week: 28 course units over 5 days <hr/> <p>Digital course</p> <ul style="list-style-type: none"> • 1 week: 28 course units over 5 days 	Common European languages and more than 60 local languages	Language levels B1 – C1 (advanced language skills)	Not bookable	30
Effective presentation in the international context	<p>In-person course</p> <ul style="list-style-type: none"> • 2 days 	English	Language level B2 or above	Not bookable	31
Effective facilitation in the international context	<p>In-person course</p> <ul style="list-style-type: none"> • 3 days 	English	Language level B2 or above	Not bookable	32
Effective negotiation in the international context	<p>In-person course</p> <ul style="list-style-type: none"> • 3 days 	English	Language level B2 or above	Not bookable	33

¹ For "Language training" and "Tasked-based language training" the duration is calculated in course units of 45 minutes each.

² Previous knowledge of the language courses is based on the language levels defined in the [Common European Framework of Reference \(CEFR\)](#).

LANGUAGE TRAINING

LEARNING GOALS

In this course, you will learn new languages or build on existing language skills with a particular focus on your assignment in international cooperation.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

CONTENT

- › The contents are based on your learning requirements and focus on typical situations encountered in your everyday and work life.
- › You will develop a repertoire of phrases for different occasions, practice your language skills in realistic situations and reflect on the variety of linguistic conventions in the field of international communication.
- › Various methods such as dialogues, role plays, communication exercises (adapted to the individual language level), vocabulary and pronunciation training support your learning experience.

TRAINERS

Our trainer pool consists of experienced native-speaker language trainers from many different countries.



Languages

Common European languages as well as more than 60 local languages



Accompanying partner

Bookable



Number of participants

In-person course 1–6
Digital course 1–4



Coaching

Bookable



Remarks

As some languages require a longer lead time for planning, please book early.



Booking links

[In-person course](#)
[Digital course](#)

FORMAT AND DURATION

In-person course

- 1 week:
28 course units over 5 days

or

- 2 weeks:
56 course units over 10 days

Digital course

- 2 weeks:
40 course units over 10 days

TASK-BASED LANGUAGE TRAINING



Languages

Common European languages and more than 60 local languages



Accompanying partner
Not bookable



Number of participants

In-person course 1-6
Digital course 1-4



Coaching

Bookable



Remarks

This language training is available for the language levels from B1 to C1.



Booking links

[In-person course](#)
[Digital course](#)

LEARNING GOALS

In this course, you will enhance and build on existing language skills with a focus on specialised communication and your specific field of work.

TARGET GROUP

You are working as an expert or manager in the field of international cooperation.

CONTENT

- › The contents of the course will be based on your own individual area of work. Typical topics in which you will improve your language skills are economics, education, medicine, the environment, agriculture and consulting; many other topics are also possible.
- › Various methods such as simulations, role plays, designing presentations, writing reports and conducting correspondence will support you in your language learning.

TRAINERS

Our trainer pool consists of experienced native speaker language trainers from many different countries.

FORMAT AND DURATION

In-person course

- 5 days:
28 course units over 5 days

Digital course

- 5 days:
28 course units over 5 days

EFFECTIVE PRESENTATION IN THE INTERNATIONAL CONTEXT

LEARNING GOALS

You will learn how to give confident presentations in English that win over your audience.

TARGET GROUP

You are working as an expert or manager in the field of international cooperation.

CONTENT

- › Structure of a presentation
- › Visualisation
- › Body language
- › Intercultural and gender-specific aspects of presentation

Sample presentations and checklists, discussions, self-assessment and reflection using video recordings, as well as feedback from the trainer and group, will support you methodologically in your course.

TRAINERS

Our trainer pool consists of bilingual communication trainers with intercultural experience.



Languages
English



Accompanying partner
Not bookable



Number of participants
4–12



Coaching
Bookable



Remarks
You need to have advanced language skills with a level of at least B2 in English.



Booking link
[In-person course](#)

FORMAT AND DURATION

In-person course
• 2 days

EFFECTIVE FACILITATION IN THE INTERNATIONAL CONTEXT



Languages
English



Accompanying partner
Not bookable



Number of participants
4–12



Coaching
Bookable



Remarks
You need to have advanced language skills with a level of at least B2 in English.



Booking link
[In-person course](#)

LEARNING GOALS

You are able to facilitate meetings, workshops, and events in the field of international cooperation. You have expanded your language skills and have learned to use facilitation techniques that match the specific requirements of the circumstances, the target group and the cultural context.

TARGET GROUP

You are working as an expert or manager in the field of international cooperation.

CONTENT

- › The task and role of the facilitator
- › Rules and processes of facilitation
- › Visualisation
- › Means of expression for shaping the facilitation process
- › Intercultural and gender-specific aspects of facilitation

Various methods are introduced and applied in the course: individual and group facilitation exercises, use of a facilitation toolbox, and feedback from the trainer and the group.

TRAINERS

Our trainer pool consists of bilingual communication trainers with intercultural experience.

FORMAT AND DURATION

In-person course
• 3 days

EFFECTIVE NEGOTIATION IN THE INTERNATIONAL CONTEXT

LEARNING GOALS

You have strengthened your competencies to work in a culturally appropriate way to reach your goals or achieve consensus in English-language negotiations on different levels. The course gives you language-specific tools, methods, and strategies to achieve this.

TARGET GROUP

You are working as an expert or manager in the field of international cooperation.

CONTENT

- › Preparing negotiations
- › Self-assessment of the negotiation style
- › Phases of the negotiation process
- › The Harvard negotiation model
- › Intercultural and gender-specific aspects of negotiation

A broad range of methods, such as simulations, case studies, critical incidents, trainer inputs and discussions provide the opportunity to understand and apply the negotiation model and receive feedback.

TRAINERS

Our trainer pool consists of bilingual communication trainers with intercultural experience.



Languages
English



Accompanying partner
Not bookable



Number of participants
4 – 12



Coaching
Bookable



Remarks
You need to have advanced language skills with a level of at least B2 in English.



Booking link
[In-person course](#)

FORMAT AND DURATION

In-person course
• 3 days

MANAGEMENT AND CONSULTING

COURSE OVERVIEW

COURSE	FORMAT AND DURATION	LANGUAGE	BOOKABILITY FOR ACCOMPANYING PARTNERS	PAGE
Roles and competencies in consulting	In-person course • 5 days	German, English	Not bookable	35
Project management in international cooperation	In-person course • 5 days	German, English	Not bookable	36

ROLES AND COMPETENCIES IN CONSULTING

LEARNING GOALS

This course helps you to improve your consulting skills and gain a better understanding of the diversity of roles of a consultant in international cooperation. You will find out how to actively shape relationships with clients. Moreover, you will develop increased awareness of the opportunities and limitations of specific consulting interventions in different intercultural contexts.

TARGET GROUP

You are working as an expert or manager with a consulting role in the field of international cooperation.

CONTENT

- › Analysis of the consultancy assignment
- › Managing consulting processes
- › Finding your way around the spectrum of roles of a consultant
- › Aspects of the consulting assignment: shaping the client relationship, relevance of cultural considerations, etc.
- › How the consultants perceive their role

TRAINERS

Our trainer pool consists of consultants who support various German organisations working in international cooperation and their project partners with management of complex projects and change processes in different sectors and regions



Languages
German, English



Accompanying partner
Not bookable



Number of participants
5–9



Coaching
Bookable







Booking link
[In-person course](#)

FORMAT AND DURATION

In-person course
• 5 days

PROJECT MANAGEMENT IN INTERNATIONAL COOPERATION

-  **Languages**
German, English
-  **Accompanying partner**
Not bookable
-  **Number of participants**
5–9
-  **Coaching**
Bookable
-  **Booking link**
[In-person course](#)

LEARNING GOALS

Besides being able to apply different concepts, processes, and instruments of integrated project management in a contextual way, you will have a better understanding of current trends such as agile project management.

TARGET GROUP

You are working as an expert or manager in the field of international cooperation.

CONTENT

- › Evolution of project management: Logical Framework Approach, Project Cycle Management, Managing for Results
- › Overview of project management instruments
- › Results-oriented monitoring – step-by-step
- › Interplay between management and culture
- › Challenges in the context of fragility, conflict and change (VUCA)

TRAINERS

Our trainer pool consists of consultants who support various German organisations working in international cooperation and their project partners with project management and change processes in different sectors and regions.

FORMAT AND DURATION

- In-person course**
• 5 days



3 stages

interaction
consultant - client



consultant

client

ABROAD AS A FAMILY

COURSE OVERVIEW

COURSE	FORMAT AND DURATION	LANGUAGE	BOOKABILITY FOR ACCOMPANYING PARTNERS	PAGE
Accompanying partners	In-person course • 3 days	German	Bookable	39
	Digital course • 4 days	German, English		
Moving and living abroad with children	In-person course • 2 days	German	Bookable	40
	Digital course • 3 days	German, English		

ACCOMPANYING PARTNERS

LEARNING GOALS

The course gives you an integrated view of your personal development and your relationship with respect to your time abroad with your partner. It offers the best preparation for going abroad together and for dealing as a couple with the opportunities and challenges in your partner country. You are able to reflect on your own role and on your professional goals and are now able to successfully implement these, while also practising self-care.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

CONTENT

This course helps you to

- › prepare for the process of arriving as well as the first steps in the partner country together as a couple in an ideal way;
- › reflect on your own personal role within your relationship and/or family;
- › scrutinise your personal and/or professional goals, planning them realistically and implementing them successfully;
- › pay appropriate attention to self-care in difficult situations; and
- › prepare for your return or prepare for a second deployment in a different country abroad.

TRAINERS

Our trainer pool consists of experienced trainers and coaches who have themselves worked in international cooperation and/or as accompanying partners abroad.



Languages

German, English



Accompanying partner

Bookable



Number of participants

4 – 9



Coaching

Bookable



Remarks

We recommend combining this course with the [“Moving and living abroad with children”](#) course.



Booking link


[Digital course](#)


FORMAT AND DURATION


In-person course (German, before departure):
• 3 days

Digital course (English, before or after departure):
• 4 days


MOVING AND LIVING ABROAD WITH CHILDREN

 **Languages**
German, English

 **Accompanying partner**
Bookable

 **Number of participants**
4–9

 **Coaching**
Bookable

 **Remarks**
We recommend combining this course with the [“Accompanying partners”](#) course.

 **Booking link**
[Digital course](#)

LEARNING GOALS

This course gives you an integrated view of the opportunities and challenges for children and adolescents in the context of moving and living abroad. You learn how to be best prepared as a family and how to support your child/children through the different phases of moving abroad and during your time together in the partner country.

TARGET GROUP

You are an expert or manager in the field of international cooperation, or an accompanying partner and your children are accompanying you on an assignment to a partner country.

CONTENT

This course helps you to

- > support your children in an age-appropriate, diversity-sensitive and anti-racist way during departure, arrival, and settling in the partner country;
- > become familiar with the sociological category known as Third Culture Kids and understand their specific challenges and opportunities;
- > identify symptoms of culture shock or homesickness in children, sensitize for cultural complexity in the context of transcultural learning and develop individual coping strategies;
- > get to know the pros and cons of various types of schools in the partner country and develop clarity about your own decision-making criteria;
- > gain an understanding of multilingualism and support children appropriately in language learning.

TRAINERS

Our trainer pool consists of experienced trainers and coaches who have themselves worked in international cooperation and/or as accompanying partners abroad.

FORMAT AND DURATION

In-person course (German, before departure): • 2 days	Digital course (English, before or after departure): • 3 days
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YOUR OWN FOCUS

COURSE OVERVIEW

COURSE	FORMAT AND DURATION	LANGUAGE	BOOKABILITY FOR ACCOMPANYING PARTNERS	PAGE
Learning 4 Development – focus on your topic	In-person course • 2–3 days	German, English	Bookable	43
	Digital course • 2–3 days			
Time 2 Learn – focus on your learning	In-person course • 0,5 days	German, English	Bookable	44

LEARNING 4 DEVELOPMENT – FOCUS ON YOUR TOPIC

LEARNING GOALS

You will effectively familiarise yourself with a topic of your choice with the support of a learning tutor, helping you to reach your individual learning goals more easily.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

CONTENT

- › Clarification and specification of your learning goal
- › Detailed research on your topic by your learning tutor
- › Advice and support on selecting a targeted learning strategy
- › Working on an individualised media package tailored to your needs
- › Self-guided learning with the support of a learning tutor
- › Reflection on the learning process and clarifying options for continuing your individual learning

TRAINERS

Our trainer pool consists of experienced researchers and social scientists.

FORMAT AND DURATION

In-person course
• 2–3 days

Digital course
• 2–3 days



Languages

German, English



Accompanying partner

Bookable



Number of participants

1



Coaching

Not bookable



Remarks

This course can be booked up to two times with a maximum of five course days as part of the preparation for abroad for every participant, including after departure.

When you register for the course, please tell us the topic you want to work on; this will enable us to prepare the course appropriately.




Booking links


[In-person course](#)


[Digital course](#)


TIME 2 LEARN –


FOCUS ON YOUR LEARNING


 **Languages**
German, English

 **Accompanying partner**
Bookable

 **Number of participants**
1

 **Coaching**
Not bookable

 **Remarks**
There is no need to book this course. The exact dates and relevant information can be found under the link below.

 **Booking link**
[In-person course](#)

LEARNING GOALS

You will gain in-depth knowledge about a topic of your choice individually, in exchange with other participants and/or with the support of our Campus Library staff.

TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

CONTENT

- › Brief introduction to the (digital) learning landscape
- › Learning stations on the topics of safety and language, an SDG path highlighting the Sustainable Development Goals (SDGs) of the Agenda 2030, as well as digital offers regarding data protection and data security and feminist development cooperation
- › Campus Library with 25,000 media (books, magazines, films, music, games), digital databases and eBooks/eJournals, and research support from our staff
- › Ideal space for focused learning (learning studio, green room) – also digitally on our Online Campus
- › Networking wall and learning exchange

TRAINERS

You learn independently, from and with each other. Our Campus Library staff know the learning landscape with its learning stations and media like the back of their hands and will competently support you with your concerns if necessary.

FORMAT AND DURATION

In-person course
• 0,5 days



www.giz.de/skills4abroad

On behalf of



Federal Ministry
for Economic Cooperation
and Development