

Preparing - Networking - Accompanying



# Programme 2021 Preparation for Assignments Abroad

We do learning

On behalf of



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## Programme

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## PREPARATION FOR ASSIGNMENTS ABROAD IN TIMES OF CHANGE

In the context of their mission abroad, experts and managers are confronted with personal change and professional challenges in many ways. Preparation for departure times are often hectic and produce uncertainty for those going abroad and their families. This is why it is even more important to find an appropriate space, flexible methods, and sufficient time for preparation and further development on a specialist and personal level. Therefore, the Federal Ministry for Economic Cooperation and Development (BMZ) commissions the GIZ with the implementation of the programme “Key Qualifications (SQ) for International Cooperation” which targets 35 sending organisations.

The aim of preparation for departure is to support experts and managers and their accompanying families with various learning offers as well as opportunities for personal competency development and networking, and thus assist them in kicking off their mission abroad with strong enthusiasm and maximum effectiveness.

Dealing with the unknown and unforeseen is one of the big challenges during a mission abroad. In 2020, the preparation for departure team was challenged in a similar way. In March, after initially having to cancel all courses due to the Corona pandemic, we were able to convert part of our offers to digital formats at short notice and thus resume our training operations quickly in order to provide experts departing in these difficult times with a best possible preparation. These digital opportunities should continue to be used in the future so that we can react to changing framework conditions in a flexible way. Here, the pandemic was a tough teacher forced upon us.

Using elaborate hygiene concepts and protective measures, we have been implementing individual face-to-face training courses since June 2020 whenever possible at Campus Kottenforst. This is also due to the good collaboration between sending organisations, participants and trainers.

We all do not know how things will proceed and when participants will again be able to use all the options for an overall “Campus Kottenforst” experience, which is also affected by water damage of the new building.

### WE'RE STAYING CREATIVE AND ORIENTED TO YOUR NEEDS!

And in 2021 we will continue to be creative, develop plans, discard them, and rethink. Our goal is still to offer a sound training in customary high quality in the coming year. We are thus very happy that the overall satisfaction in 2020 was similar to that of the previous year. At the same time, we seek to continuously adapt our offers and take into account current developments. Your feedback enables us to constantly optimise our programme offer in a way that puts your needs at centre stage.

Based on our previous course offer “Partners and Family Prior to Departure”, we have developed the two new modules “Partners Prior to Departure” and “Departing with Children”, on the one hand to focus even more on the needs of departing couples and, on the other hand, to support parents in an age-appropriate backing of their children. Moreover, we are using this year's experience to make preparation for departure even more digital. Upon request, country analysis and language training courses as well as tutored learning can be carried out virtually. The course “Change Management” is bookable as a face-to-face course or a webinar.

We are particularly pleased to inform you that we are currently developing two new course formats which we will be offering you during 2021. One course on the topic of “infectiology” is designed to give you a good overview of various infectious diseases as well as options for preventive measures, without replacing a tropical medicine consultation. A tutored exchange of information will help you to classify facts and half-truths correctly to allay uncertainties and fears.

In addition, in another course, we would like to dwell on the important topic of “sexual harassment”. In collaboration with experts and sending organisations as well as your suggestions, a course will be developed to sensitise people to the topic, but also encourage reflection of one's own personal boundaries, and make behavioural options for persons affected and other passively involved persons a subject of discussion.

The topic of sustainability is still on the table in the Academy and at Campus Kottenforst. In this way, this catalogue was produced in a resource-friendly mode and will mainly be distributed in a digital version. On [page 52](#), you can read what we are doing to make sustainability a real experience on Campus. Thanks very much for accompanying us on this path.

What lies ahead of us in 2021? For sure, we are expecting turbulent times and changes, but we are prepared for this and will overcome these challenges jointly with you. We look forward to a continued exchange with you and will keep on actively supporting you.

You can find more on the topic of Corona on the special pages 6-7

### KIND REGARDS

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# TURBULENT TIMES

If you talk about turbulent times this year, you will probably not get around the words “Covid-19” and “pandemic”.

Last year also posed many challenges for our training programme: spontaneous phone marathons to inform participants, organising alternatives, developing protective measures. Particularly difficult was planning, in constant uncertainty as to how the Federal and State restrictions as well as the situation in partner countries would develop and impact the departure of experts.

In addition, we had water damage in our new building on the Campus Kottenforst so that these rooms can currently – and probably until spring 2022 – not be used for training courses. Of course, House 1 with its many options is still at our disposal.

So far, for everyone who participated in our face-to-face courses on Campus, we were able to ensure their housing, board, and childcare with the necessary protective measures.

All this was only possible due to our close dialogue with the BMZ and the sending organisations as well as the flexibility of trainers and participants.

Despite all planning, adaptations can take place during the year – in particular with regard to face-to-face or online options. You can always find the up-to-date programme in [learninggiz \(learning-giz.de\)](https://learninggiz.de).

## THIS OF COURSE RAISES THE QUESTION: WHAT IS GOING TO HAPPEN IN 2021?

Already in mid-December 2020, we had to again cancel face-to-face operations with only a few courses due to the difficult pandemic situation. This means that currently, all courses only take place online, except for the courses “Security”, “Safety & Security” and “Diversity” as well as “Dealing with Stress and Trauma”, which will take place face-to-face again as soon as this is possible. For the rest of the year, we are planning a step-by-step opening, similar to the process in 2020. This means that the first step would be to offer these four courses face-to-face again. And, if the situation permits, offer all the other courses face-to-face again except for “Country Analysis”, Language Courses, and “Tutored Learning”. From summer onwards, we are currently planning to offer our courses fully without restrictions. Only the course “First Aid in Assignments Abroad” will not be available until then.

You can find an overview of our planning in the Schedule Overview on [page 46](#). We have adapted all courses so that they can also be carried out digitally and guarantee learning success. Moreover, we continuously evaluate the learning experiences and improve the concepts – where necessary.



“Collaboration between the two trainers was very good, and one noticed that there must have been a lot of work and arrangements in the background. Doing the course digitally (which seems to have been the first time for them) worked really well. Here, the absolute best was made of current circumstances.”

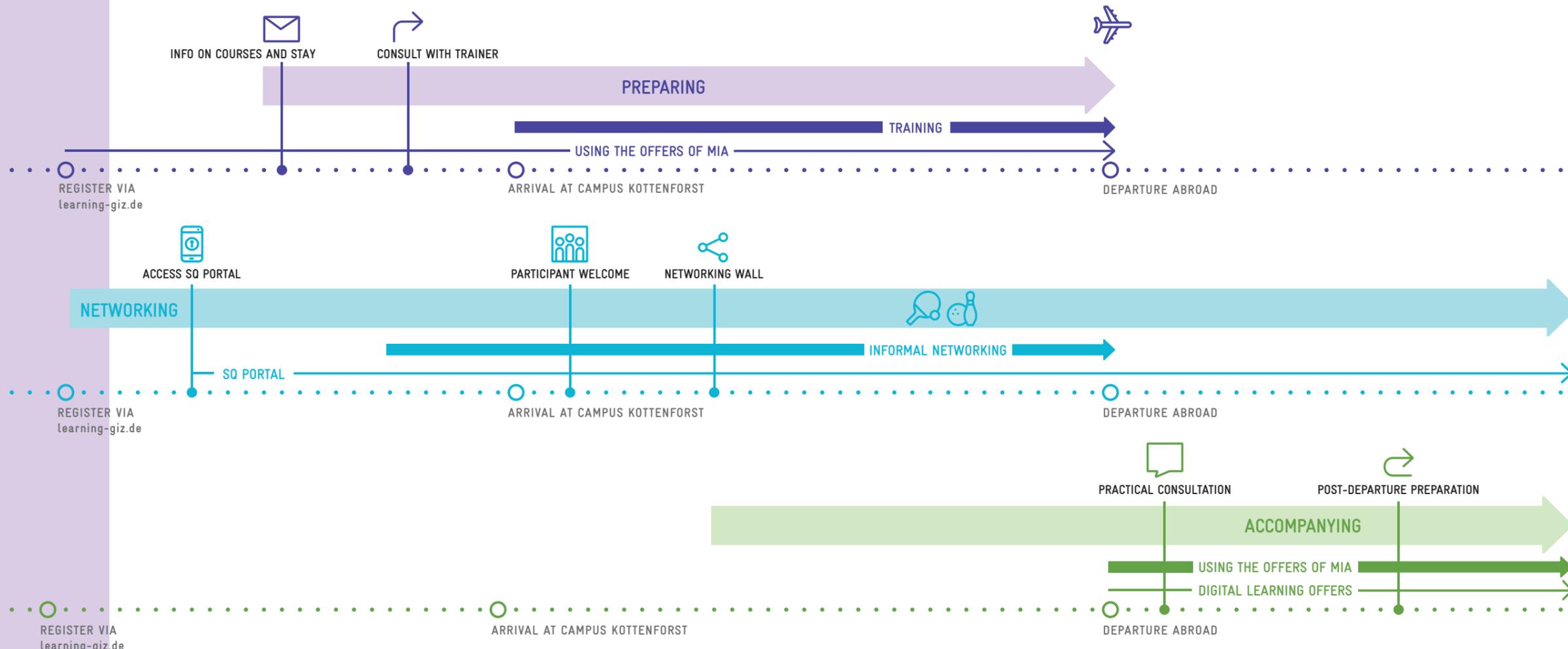
PARTICIPANT

In online spaces, presentations, joint reflecting, and group work are no longer a problem.

For the currently unavailable new building with its large offer of media and information as well as the missing course rooms, we are looking for alternatives to be able to offer this part of our services again.

We are also very much looking forward to again enable the full use of the many networking offers in House 1 and the outside area in “post-Corona times”.

**We would like to thank you all for your understanding, cooperation, and great flexibility!**



PREPARING - NETWORKING - ACCOMPANYING

# WELL-ACCOMPANIED FROM THE OUTSET

The preparation for departure accompanies more than 2,000 participants annually on their way to their mission abroad. Besides the **attendance**, which is funded by the Federal Ministry for Economic Development and Cooperation, the course offers are available to all interested persons.

For conditions of participation see page 54

You can find more information on offers for Partners & Family on page 50-51. In addition, the course descriptions in the small programme brochure indicate whether the respective course is bookable for accompanying partners or not.

## PREPARING

We want you to depart with a good feeling and best prepared; you have 23 courses at your disposal for furthering your personal and professional skills with different topics related to missions abroad. Based on this portfolio, you can put together your individual course programme in line with your needs and desires. Most courses are bookable in German and English, but sometimes in other languages too. Most **course offers** are also bookable for accompanying partners.

All of our courses are tailored to the needs of work abroad and international cooperation and are carried out by experts. Whether reflecting long-time experience or having many questions popping around in your head: our courses give you added value in each phase.

In the Media and Information Centre (MIA), you will find several exciting learning offers. To start with, you can research online in the MIA Portal (mia.giz.de) which media could be useful for your mission abroad. Check out digital journals and publications or get a media counselling or a media research session. We constantly expand our inventory, both online and physically, in line with the programme for assignments abroad to ensure that you have access to the most recent material in this thematic area.



## OUR LEARNING PRINCIPLES

You will not only get from us specialist knowledge, new skills, and tools; our focus in preparation is also about personal attitude and development.

Thereby, several learning goals and methods are applied: knowledge transfer, practical application, and transfer to your own field of activity.

Sensitisation for certain issues and reflection of your own cultural and personal imprint is an important addition of our offers, as this promotes the intercultural interaction with other people and thus provides the basis for successful integration of specialist knowledge within your project abroad.

We design our course contents with a practical orientation and give participants a lot of space to both think about and process what they have learned.

Against this background, peer-to-peer exchange between participants is important. Here, small groups and a homely atmosphere is the recipe for success!

## NETWORKING

Besides **online networking**, we would like to promote informal networking in between courses so that people in a similar situation get to know one another and exchange experiences – and, on top of that, sometimes just relax.

A cosy fireplace, a bar, and several sofas in the lounge area invite you to linger. After long course days you can – if conditions permit – bring the day to a close in our bowling alley or fitness room, or at our table-tennis or football table. You can also explore the Campus or its surrounding area by foot or bicycle. Or use our treasure map to go on a discovery tour and visit our bee colonies, albeit – we already know this – with the required Corona distancing.

In terms of online networking, our participants mainly use the SQ Portal (see page to the right).

## ACCOMPANYING

### POST-DEPARTURE PREPARATION:

In the context of the BMZ-funded preparation, you can book our courses as “post-departure preparation” up to 18 months after departing at no cost.

### PRACTICAL CONSULTATION:

Learned a lot, and now suddenly in the midst of your practical work! In your assignment abroad, you will often experience new challenges and situations in which coaching, reflection, or consultation is helpful. For this, you can book up to three one-hour consultation sessions with your trainer. That is very easy via the SQ Portal.

# SQ PORTAL

The SQ Portal is our digital platform to accompany you on your whole preparation journey and beyond – even during your assignment abroad. Directly after registering, you will already have all the benefits of the SQ Portal at your disposal: establish contacts, exchange experiences, inform yourself. And, don't be surprised, in the online community of the SQ Portal we address each other informally!

**NETWORK** with other experts across the globe and find out who has already gained practical experience in your mission country.

**LEARN** Benefit from a broad selection of learning materials and go directly to the portal of the Media and Information Centre (mia.giz.de).

**INFORM** Get into contact and exchange with your trainers and other course participants prior to the course and access training materials.

**STORIES** Read what others who have already departed have experienced and what challenges they have overcome.

**MY GROUPS** Join thematic and country-specific groups.



## PROGRAMME 2021

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# DIVERSITY COMPETENCE, COUNTRY ANALYSIS AND AGENDA 2030

## COURSE OVERVIEW

COURSE	OBJECTIVE	DURATION + LANGUAGE	PAGE
Dealing with Complexity and Diversity in the International Context	Reflecting strategies against stereotypes and cognitive distortions	Two-day course in German and English	15
Country Analysis	Individual, practise-oriented preparation for working and living in the partner country	Three-day course in German, upon request also in English, French, Spanish, or Portuguese	16
Implementing the Agenda 2030	Better understanding for societal and political dimensions and principles of the Agenda 2030 in your own working area	Two-day course in German and English	17

## DEALING WITH COMPLEXITY AND

## DIVERSITY IN THE INTERNATIONAL CONTEXT

### LEARNING GOALS

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



**Number of participants**  
5-12



**Language**  
German, English



**Practical consultation**  
bookable



**Accompanying partner**  
bookable



**Remarks**  
We recommend combining this course with the course "Country Analysis".

### 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 ambivalence and shape intercultural interactions as a negotiation/mediation process,
- › how to become more clear 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 an appreciative attitude.

### TRAINERS

Our trainer pool consists of intercultural trainers with extensive experience as trainers and abroad.

### DURATION

2 days

**"In my view this course is important and should be compulsory!"**

## COUNTRY ANALYSIS



**Number of participants**  
1-6



**Language**  
German, upon request also  
in English, French, Spanish,  
or Portuguese



**Practical consultation**  
bookable



**Accompanying partner**  
bookable



**Remarks**  
We recommend combining  
this course with the course  
"Dealing with Complexity and  
Diversity in the International  
Context". In case you would  
like to do this course online  
we can gladly check out this  
option for you.

### LEARNING GOALS

You will know important framework conditions, backgrounds, and structures in your country of destination and have analysed possible areas of tension for achieving your own personal goals. Taking your interests and previous experience into account as well as reflecting your behavioural patterns, you are ideally prepared for working and living in your partner country.

### TARGET GROUP

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

### CONTENT

- › You will learn to reflect on the framework conditions, backgrounds, structures, and processes in your country of destination – and get to know the social, economic, environmental, (development) political, intercultural, and historical circumstances.
- › You will learn more about important stakeholders, the social groups, and the organisations in the country (societal/ethnic groups, political interest groups, relevant NGOs, etc) and will practice communication and behavioural patterns in your working and everyday life contexts.
- › You prepare yourself for dealing with conflicts, violence, and fragility as well as special situations such as crisis and threat scenarios, and 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 mission country and your own professional and personal goals.

### TRAINERS

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

### DURATION

3 days (in weeks with public holidays 2 days)

## IMPLEMENTING THE AGENDA 2030

### LEARNING GOALS

You can break down the societal dimensions of the Agenda 2030 onto your own field of activity and develop this together with your cooperation partners. You understand the challenges and principles of the Agenda 2030 and can apply these in your own work area.

### TARGET GROUP

Experts or managers in the field of international cooperation or an accompanying partner, irrespective of the functional group. Newcomers and experienced participants are both welcome to join which enriches joint learning.

### CONTENT

- › Core messages and principles of the Agenda 2030
- › Challenges of transformational change on the global and societal level
- › Indicators to describe progress and development
- › Examples of successful approaches for strengthening sustainable development
- › Networks and knowledge resources in the field of action of Agenda 2030

### TRAINERS

The trainers have many years of experience as consultants in projects and programmes of international cooperation. Besides didactical skills, practical experience and theoretical grounding are especially important for us when selecting trainers.

### DURATION

2 days



**Number of participants**  
5-10



**Language**  
German, English



**Practical consultation**  
bookable



**Accompanying partner**  
bookable

**"That was an excellent course: relevant historical and development policy reference points were nicely interwoven and delivered in an appealing way. Exceptionally good work by the trainer! For us participants, the working atmosphere was very productive and motivating."**

# PERSONAL SAFETY, STRESS AND TRAUMA

## COURSE OVERVIEW

COURSE	OBJECTIVE	DURATION + LANGUAGE	PAGE
Security Training	Sensitisation for possible dangers and risk-minimising behaviour	Two-and-a-half-day course in German and English	19
Safety & Security Training	Preparing for dangers in particularly risky regions	Five-day course in German and English	20
First Aid in Assignments Abroad	A sure hand when acting in accident or emergency situations, particularly in situations of poor medical care	Half-day course in German and English	21
Dealing with Stress and Trauma	Encouraging cautious behaviour in stress situations as well as traumatic experiences	Two-day course in German and English	22

## SECURITY TRAINING

### LEARNING GOALS

You will learn how to assess dangers and threats in your country of deployment realistically and know how to behave adequately 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 dangerous regions.

### CONTENT

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

In role plays we simulate various scenarios. During these simulations participants take on the role of endangered people and criminals.

### TRAINERS

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

### DURATION

Two-and-a-half days (in weeks with public holidays 2 days)



**Number of participants**  
5-15



**Language**  
German, English



**Practical consultation**  
not bookable



**Accompanying partner**  
bookable



**Remarks**  
We recommend combining this course with the courses "First Aid in Assignments Abroad" and "Dealing with Stress and Trauma". You can find information regarding the procedure of the course at learning-giz or on the SQ Portal.

**"The trainers had a uniquely broad wealth of experience which they shared with us. They always made sure that all our questions were answered. This made us feel well accompanied the whole time."**

## SAFETY & SECURITY TRAINING



**Number of participants**  
5-15



**Language**  
German, English



**Practical consultation**  
not bookable



**Accompanying partner**  
bookable



**Remarks**  
The course takes place partially or wholly at an external training facility. It is very demanding and not suitable for pregnant women. It is not a substitute for a classical first-aid course. Please make sure to check the information on the course at [learning-giz.de](http://learning-giz.de) and on the SQ Portal.

### LEARNING GOALS

You will learn how to assess dangers and threats in your country of deployment realistically and know how to behave adequately in risky situations. Furthermore, you will realise how to reduce risks to your projects, programmes, and partner organisations by displaying appropriate behaviour.

### TARGET GROUP

You are an expert or manager in the field of international cooperation, or an accompanying partner and you are leaving for a region which has an exceptionally high security risk. In your country of deployment, there is a high risk of kidnapping, personal attack, or the risk of 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 kidnappings, and being held hostage
- › How to behave in critical situations, e.g. at checkpoints and demonstrations/mobs
- › Radio communication
- › How to behave in the presence of heavy armaments, 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

The trainers have many years of experience and are skilled in psychology; most of them have already themselves worked abroad.

### DURATION

5 days

“What I liked a lot: the very realistic case studies, the effort to put all the actions in a context, and the sensitivity with one another.”

## FIRST AID IN

## ASSIGNMENTS ABROAD

### LEARNING GOALS

In this course you will learn how to provide first aid for life-threatening injuries in a way that gives you time to get an ambulance or wait for help for a longer period.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner working in a crisis area or in a region which suffers from poor medical and healthcare provision.

### CONTENT

- › Making contact with the injured person, checking their vital signs
- › Dealing with loss of consciousness and breathing as well as circulatory problems
- › First aid in the case of fractures, wounds, or serious bleeding
- › Recognising a shock and dealing with it appropriately
- › Transportation of injured people
- › First aid equipment for life-saving measures in the project context

The course consists mainly of practical exercises.

### TRAINERS

Our trainers are trained in paramedics with a special focus on missions abroad.

### DURATION

Four-and-a-half hours



**Number of participants**  
5-9



**Language**  
German, English



**Practical consultation**  
not bookable



**Accompanying partner**  
bookable



**Remarks**  
This course is neither a substitute for advice on issues of tropical medicine nor a substitute for a classic first aid course. We recommend doing these in addition where appropriate.

## DEALING WITH STRESS AND TRAUMA



Number of participants

4-10



Language

German, English



Practical consultation

bookable



Accompanying partner

bookable

### LEARNING GOALS

You are prepared for possible factors of strain and stress during your stay in the partner country. You know how to carefully handle people in exceptional circumstances and situations of extraordinary pressure.

### TARGET GROUP

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

### CONTENT

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

The course consists of specialist input and discussions, a role play and many exercises. You will reflect upon your personal patterns and consider new strategies.

### TRAINERS

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

### DURATION

2 days

“The course was very helpful to prepare myself for the upcoming challenges in my mission country. The course ideally complements the Security Course. The trainer did a great job leading the group and gave everyone enough time.”

# LANGUAGE AND COMMUNICATION

## COURSE OVERVIEW

COURSE	CONTENT + PREREQUISITES	DURATION + LANGUAGE	PAGE
Specialised and Task-Based Language Training	Language training with a particular focus on the professional context, prior knowledge of at least level B1 is a prerequisite	Five-day course in European common languages; upon request also in other languages	24
Intensive Language Course	Intensive, specific preparation at levels A1 to C1	Up to four weeks in European common languages and about 70 other languages	25
Introduction Course Local Languages	Local language as an appreciative element in contact with project partners; for beginners	Five-day course in more than 70 local languages	26
Effective Facilitation in the International Context	Prior knowledge of respective language at level B1 (English B2) is a prerequisite	Two-and-a-half-day course in English, French, Spanish, Portuguese	27
Effective Presentations in the International Context	Prior knowledge in the respective language at level B1 (English B2) is a prerequisite	Two-and-a-half-day course in English, French, Spanish, or Portuguese	28
Effective Negotiation in the International Context	Prior knowledge at level B2 is a prerequisite	Three-day course in English	29

## SPECIALISED AND TASK-BASED

### LANGUAGE TRAINING



**Number of participants**  
1-6



**Language**  
English, French, Spanish, Portuguese, German, Russian; other languages upon request



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable



**Remarks**  
If you would like to do this course online, we will gladly check this option for you. You need to have a language level of at least B1 according to the Common European Framework of Reference for Languages. You can find information on individual language learning guidance (bookable on request) at [learning-giz.de](http://learning-giz.de).

#### LEARNING GOALS

In this course, you will enhance or deepen your 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 are determined in relation to your own individual area of work.
- › Various methods such as simulations, role plays, designing presentations, writing reports, and doing correspondence support you in your language learning.
- › Cross-language workshops (Sprache +) on intercultural communication and/or learning strategies after going abroad are part of the course programme.

#### TRAINERS

Our trainer pool consists of experienced mother-tongue language trainers from many different countries.

#### DURATION

Four-and-a-half days (in weeks with public holidays 4 days)

## INTENSIVE LANGUAGE COURSE

#### LEARNING GOALS

In this course, you will gain, enhance, or deepen your 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, develop 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, communicative exercises (adapted to the respective language level), vocabulary and pronunciation training support your learning experience.
- › Cross-language workshops (Sprache +) on intercultural communication and/or learning strategies after going abroad are part of the course programme.

#### TRAINERS

Our trainer pool consists of experienced mother-tongue language trainers from many different countries.

#### DURATION

1, 2, 3 or 4 weeks (all-day intensive course)



**Number of participants**  
1-6



**Language**  
European common languages as well as more than 70 local languages



**Practical consultation**  
bookable for courses from language level B1 upwards



**Accompanying partner**  
bookable



**Remarks**  
We offer this training for all language levels. As some (very seldomly booked) languages require a longer lead time for planning, please book early. If you would like to do this course online, we will gladly check this option for you. You can find information on individual language learning guidance (bookable on request) at [learning-giz.de](http://learning-giz.de).

**“I am extremely happy with the Spanish course. I made a lot of progress in the two weeks. The contents were tailored to my needs. The course was also done very well online.”**

## INTRODUCTION COURSE LOCAL LANGUAGES



**Number of participants**  
1-6



**Language**  
more than 70 local languages



**Practical consultation**  
not bookable



**Accompanying partner**  
bookable



**Remarks**  
A prerequisite is that you do not have any knowledge of the local language yet. If you would like to do this course online, we will gladly check this option for you. As some (very seldomly booked) languages require a longer lead time for planning, please book early. You can find information on individual language learning guidance (bookable on request) at [learning-giz.de](http://learning-giz.de).

### LEARNING GOALS

After this one-week course you have basic knowledge in one of more than 70 local languages. This will enable you to find your way around your new location and help you establish ties with your cooperation partners more easily.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner without prior knowledge of your selected language.

### CONTENT

In this course, you will deal with the following topics:

- › Key phrases for everyday life
- › Key characteristics and structural attributes of the national language
- › Pronunciation
- › Reflecting on culturally-shaped linguistic conventions

Dialogues with a focus on practical application, role plays, and communicative exercises support you methodologically in your learning. Cross-language workshops (Sprache +) on intercultural communication and/or learning strategies after going abroad are part of the course programme.

### TRAINERS

Our trainer pool consists of experienced mother-tongue language trainers from many different countries.

### DURATION

Four-and-a-half days (in weeks with public holidays 4 days)

## FACILITATION IN THE INTERNATIONAL CONTEXT

### 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 apply facilitation techniques according to 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 aspects

Various methods are used in the course: Individual and group facilitation exercises, use of a facilitation toolbox, and video recordings with feedback from the trainer and the group.

### TRAINERS

Our trainer pool consists of interculturally experienced, bilingual communication trainers.

### DURATION

Two-and-a-half days (in weeks with public holidays 2 days)



**Number of participants**  
4-12



**Language**  
English, French, Spanish, Portuguese, Russian



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable



**Remarks**  
You need to have a language level of at least B1 (English B2) according to the Common European Framework of Reference for Languages.

**“The course was great for getting a broad selection of tools for facilitating in various situations. It was very practice-oriented, and I learnt a lot.”**

## EFFECTIVE PRESENTATION

### IN THE INTERNATIONAL CONTEXT



**Number of participants**  
4-10



**Language**  
English, French, Spanish,  
Portuguese, Russian



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable



**Remarks**  
You need to have a  
language level of at  
least B1 (English B2)  
according to the Common  
European Framework of  
Reference for Languages.

#### LEARNING GOALS

You will learn how to give confident presentations in the foreign language and to convince your audience. To do so, you will acquire a variety of means of expression in the foreign language.

#### TARGET GROUP

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

#### CONTENT

- › The structure of a presentation
- › Visualisation
- › Body language
- › Means of expression in the foreign language
- › Intercultural aspects

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

#### TRAINERS

Our trainer pool consists of interculturally experienced, bilingual communication trainers.

#### DURATION

Two-and-a-half days (in weeks with public holidays 2 days)

## EFFECTIVE NEGOTIATION IN THE

### INTERNATIONAL CONTEXT

#### LEARNING GOALS

You have strengthened your competencies to reach your goals or a consensus in negotiations on different levels in a culturally appropriate way. 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
- › Phases of the negotiation process
- › Means of expressing yourself in the foreign language during the different phases of a negotiation
- › Intercultural aspects

Methodological diversity such as simulations, case studies, critical incidents, trainer input, discussions, and video recordings help you to self-reflect supported by helpful feedback from the trainer and group.

#### TRAINERS

Our trainer pool consists of interculturally experienced, bilingual communication trainers.

#### DURATION

3 days (in weeks with public holidays 2 days)



**Number of participants**  
4-12



**Language**  
English



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable



**Remarks**  
You need to have an English  
language level of at least  
B2 of the Common European  
Framework of Reference for  
Languages.

“The course was done in a way that we felt good the whole time, which helped us come out of our shell more. The many tips and tricks regarding presenting are extremely helpful. Particularly good is the strong practice-orientation and the individual feedback.”

# MANAGEMENT AND CONSULTING

## COURSE OVERVIEW

COURSE	OBJECTIVES	DURATION + LANGUAGE	PAGE
Roles and Competencies in Consulting	Strengthening consulting competency and getting to know the diversity of consulting roles	Five-day course in German and English	31
Project Management in International Cooperation	Produce effects with partners and contribute to the achievement of SDGs (sustainability goals) via targeted project management	Five-day course in German and English	32
Cooperation and Networks	Shaping cooperation systems and networks as well as sustainable and functional cooperation in fragile contexts	Two-and-a-half-day course in German	33
Change Management	Gain behavioural confidence in change processes, initiate these and accompany them across the organisation	Three-day course in German	34
Organisational Development	Applying various instruments to analyse and advise organisations to improve their understanding of the organisation in which they work or will work	Five-day course in German	35

## ROLES AND COMPETENCIES IN CONSULTING

### LEARNING GOALS

This course helps you to improve your consulting skills and get to know the diversity of roles of a consultant in international cooperation. You will find out how to actively shape relationships with consulting clients. Moreover, your awareness of the possibilities and limitations of specific consulting interventions in the respective intercultural contexts will be raised.

### TARGET GROUP

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

### CONTENT

- › Analysis of the consulting assignment
- › Managing consulting processes
- › Orientation within the variety of roles of the consultant
- › Aspects of the consulting assignment: shaping of the client relationship, relevance of cultural aspects, etc.
- › Self-perception of the consultant

### TRAINERS

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

### DURATION

5 days (in weeks with public holidays 4 days)



Number of participants  
5–9



Language  
German, English



Practical consultation  
bookable



Accompanying partner  
not bookable

“Even in comparison with other courses, this was an excellent training. Great learning atmosphere, a lot of space to try things out, and didactically very well structured. The diversity and different experience of participants were used to place the content.”

## PROJECT MANAGEMENT

### IN INTERNATIONAL COOPERATION



**Number of participants**  
5-10



**Language**  
German, English



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable

#### 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, 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 – volatility, uncertainty, complexity, and ambiguity)

#### TRAINERS

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

#### DURATION

5 days (in weeks with public holidays 4 days)

“A successful mix of theory (served in appropriate doses), practice, and critical analysis of our doings! What I also liked was that our trainer touched upon our individual situations and promoted exchange amongst participants.”

## COOPERATION SYSTEMS AND NETWORKS

#### LEARNING GOALS

You have a better understanding for the success factors and phases of cooperation systems and networks. This course gives you the necessary know-how to shape cooperation systems, particularly in fragile contexts.

#### TARGET GROUP

You are working as an expert or manager in the field of international cooperation and acting in networks and/or cooperation systems.

#### CONTENT

- In this course you will learn more about the success criteria and phases of cooperation systems and networks:
- › You develop models for managing cooperation systems.
  - › You learn the difference between cooperation and network and understand what that means for your work.
  - › You develop approaches and principles for shaping cooperation systems.
  - › You improve your collaboration in fragile contexts across different organisations.

#### TRAINERS

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

#### DURATION

Two-and-a-half days (in weeks with public holidays 2 days)



**Number of participants**  
5-10



**Language**  
German



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable



**Remarks**  
We recommend combining this course with the course “Roles and Competencies in Consulting”.

## CHANGE MANAGEMENT



**Number of participants**  
5-8



**Language**  
German



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable



**Online**  
Course offered face-to-face  
and as a webinar



**Remarks**  
Initial experience or  
knowledge in project  
management and in  
consulting are required.  
The focus of this course  
is working on real-  
world case studies and  
exchange of experience.

### LEARNING GOALS

You can better shape change processes in teams, organisations, and cooperation systems. The course empowers you to apply change management in an appreciative way and strengthen your role.

### TARGET GROUP

You are working as an expert or manager in the field of international cooperation, and shaping change processes in teams, organisations, or cooperation systems is an important part of your work.

### CONTENT

- › Basic principles and trends in managing change processes
- › Approaches and entry points for successful design of change processes
- › Role clarification and communication aids for planned change
- › Appreciative handling of various points of view and interests in change processes
- › Exchanging experience with peers as well as strengthening your self-organised learning processes

### TRAINERS

Our trainer pool consists of consultants who accompany various German organisations active in international cooperation as well as their project partners in change processes in different sectors and regions.

### DURATION

3 days (face-to-face or distributed across one week in a webinar context)

**“Two facilitators provided add-on value during the online training! The well-prepared virtual meeting rooms with interactive tasks were helpful. Particularly positive: the open-minded and friendly atmosphere and the ideal group size.”**

## ORGANISATIONAL DEVELOPMENT

### LEARNING GOALS

You will strengthen your understanding of organisations as a consultant and reflect your role in the context of change processes. You will learn how you can positively and effectively contribute to organisational development in your function as a consultant.

### TARGET GROUP

You are an expert or manager in the field of international cooperation with a consulting function in a partner organisation.

### CONTENT

- › Models and concepts of organisations and organisational development
- › Phases of the consulting process
- › Carrying out an organisational analysis
- › Tools for organisational consulting and organisational development
- › Dealing with resistance to change in organisations
- › Reflecting your own role in the interplay between organisations and project logic

### TRAINERS

Our trainers have many years of experience in consulting teams and organisations, are frequently on mission in partner countries, and are qualified in systemic organisational development.

### DURATION

5 days (in weeks with public holidays 4 days)



**Number of participants**  
5-10



**Language**  
German



**Practical consultation**  
bookable



**Accompanying partner**  
not bookable



**Remarks**  
For this course you should  
have an idea of the  
organisational context in  
which you will be working.

## DIGITALISATION MEETS

## INTERNATIONAL COOPERATION

### LEARNING GOALS

You have gained an insight into the field of digitalisation, particularly in the context of international cooperation, and have strengthened your competencies for implementing digital solutions in your project work.

### 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 about

- › the current trends and development of digitalisation,
- › the relevance of IT and data security,
- › how to assess digital tools – especially “free and open source” – for application in project work, and
- › methods of how you can successfully implement digital solutions in your project and country context.

### TRAINERS

Our trainer pool consists of communication experts and social scientists as well as IT specialists.

### DURATION

Two-and-a-half days (in weeks with public holidays 2 days)



**Number of participants**

4–9



**Language**

German, English



**Practical consultation**

bookable



**Accompanying partner**

bookable



**Remarks**

We recommend combining this course with the course “Digital Security”. Please note that the course does not deal with specific tools of individual sending organisations.

## COURSE OVERVIEW

COURSE	OBJECTIVES	DURATION + LANGUAGE	PAGE
Digitalisation for Development	From digital change to IT and data protection to applying digital solutions	Two-and-a-half-day course in German and English	37
Digital Security	Acting safely in the digital world as well as protecting own and other data	Three webinars + self-study over a period of two weeks (German and English)	38

**“What I particularly liked was the critical reflection of the pros and cons of digitalisation and the practice-oriented approach. The participants were included very nicely. My expectations were exceeded: the course is absolutely recommendable.”**



**Number of participants**  
4-9



**Language**  
German, English



**Practical consultation**  
bookable



**Accompanying partner**  
bookable



**Online**  
Combination of webinar and self-study



**Remarks**  
The webinars usually take place on Mondays of the first and second week of the course as well as Friday, the last day of the course, from 3:00-5:00 pm. Invitations are sent out one week prior to the beginning of the course. Plan for about 18 hours between the webinars. Technical requirements are a stable Internet connection as well as a notebook or a computer.

## LEARNING GOALS

You can handle data responsibly and can name and assess weaknesses in digital systems and dangers on the Internet.

## TARGET GROUP

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

## CONTENT

- > Safe handling of electronically collected, processable, and stored data, data security, and legal framework for dealing with personal data on the Internet
- > Assessment of the dangers and threats for terminal equipment and data
- > Defining security goals and developing strategies for dealing with risks appropriately
- > Remarks and tips for greater data security and data protection

## TRAINERS

Our trainers are qualified in information and communication technologies with a focal point on IT governance, administration, and data protection.

## DURATION

Three virtual, synchronous course units of 2 hours each plus a total of 18 hours self-study, distributed across 2 weeks.

# PARTNERS AND FAMILY PRIOR TO DEPARTURE

## COURSE OVERVIEW

COURSE	OBJECTIVES	DURATION + LANGUAGE	PAGE
Partners Prior to Departure	Holistic view on personal development and partnership in mission country	Three-day course in German, integration of English-speaking persons possible	40
Departing With Children	Orientation and strategies for age-appropriate support of children	Two-day course in German, integration of English-speaking persons possible	41

## PARTNERS PRIOR TO DEPARTURE



Number of participants  
4–9



Language  
German



Practical consultation  
bookable



Accompanying partner  
bookable



Remarks  
English-speaking participants can be integrated. Additional learning tutors are available for supporting you in self-directed learning.

### LEARNING GOALS

You are ideally prepared for a joint assignment as well as the opportunities and challenges as a couple in your mission country. You were able to reflect your own role as well as your professional goals and are in a position to implement them, also in terms of self-care.

### TARGET GROUP

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

### CONTENT

This course supports you in

- › preparing the process of arrival as a couple in an ideal way,
- › reflecting your own role in the partner and family structure,
- › addressing your personal and professional goals, planning them realistically, and implementing them successfully,
- › attributing the proper value to self-care in difficult situations, and
- › preparing for your return or a second deployment in another country in a timely manner.

### TRAINERS

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

### DURATION

3 days (in weeks with public holidays 2 days)

## DEPARTURE WITH CHILDREN

### LEARNING GOALS

The course enables you to give your children age-appropriate support during the various phases of departure, arrival, and accustomisation in your host country. You have background knowledge of development psychology and strategies for decision-making that are consistent with the needs of your child.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner and are departing with children.

### CONTENT

This course helps you to

- › support your children in an age-appropriate way during departure, arrival, and settling in the host country,
- › become familiar with the sociological category of “Third Culture Kids” as well as their specific challenges and opportunities,
- › identify symptoms of culture shock or homesickness in children and develop appropriate coping strategies,
- › get to know the pros and cons of various types of schools in the host country and develop clarity about your own decision-making criteria,
- › gain an understanding of multilingualism and accompany children appropriately in language learning, and
- › get to know practical information sources and possibilities for self-reflection.

### TRAINERS

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

### DURATION

2 days



Number of participants  
4–9



Language  
German



Practical consultation  
bookable



Accompanying partner  
bookable



Remarks  
We recommend combining this course with the three-day course “Partners Prior to Departure”. Additional learning tutors are available for supporting you in self-directed learning. English-speaking participants can be integrated.

“The course met our expectations, is very well structured, and covers all important topics. The individual consultation was brilliant, very empathetic, trustworthy, and confidential.”

### LEARNING GOALS

You will effectively familiarise yourself with a topic of your choice with the support of a learning tutor, which helps you 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 the individualised media package tailored to your needs
- › Self-guided learning with the support of a learning tutor
- › Reflection of learning process and clarifying options for continuing your individual learning

### TRAINERS

Our trainer pool consists of experienced researchers as well as social scientists.

### DURATION

2-3 days



**Number of participants**

1



**Language**

German, English



**Practical consultation**

bookable



**Accompanying partner**

bookable



**Remarks**

At the time of your course registration, please tell us your desired starting date, the duration, and the topic of the tutored learning. This will enable us to prepare the course appropriately. Also bookable as a virtual course.

## COURSE OVERVIEW

COURSE	OBJECTIVES	DURATION + LANGUAGE	PAGE
Tutored Learning	Familiarisation with or deepening understanding of a topic you select	Two-day or three-day course in German and English	43

**“The joint reflection of the material created very interesting discussions that pointed me to new aspects within my learning areas. I particularly enjoyed this part of the course.”**



# SCHEDULE OVERVIEW

Shorter weeks due to public holidays  
 2 Apr Good Friday; 5 Apr Easter Monday; 24 May Whit Monday;  
 3 Jun Corpus Christi; 1 Nov All Saints' Day

	COURSE	PAGE	JANUARY	FEBRUARY	MARCH
WEEK 1	Dealing with Complexity and Diversity in the International Context	15	4-5	1-2	1-2
	Dealing with Complexity and Diversity in the International Context	15	4-5	1-2	1-2
	Implementing the Agenda 2030	17	4-5	1-2	1-2
	Project Management in International Cooperation	32	-	-	1-5
	Country Analysis	16	6-8	3-5	3-5
	Effective Negotiation in the International Context	29	-	3-5	-
	Digitalisation Meets International Cooperation	37	-	3-5	3-5
	Change Management	34	-	-	-
	Change Management (webinar)	34	-	1-5	1-5
	Tutored Learning (2-3 days, individually bookable)	43			
WEEK 2	Security Training	19	11-13	8-10	8-10
	First Aid in Assignments Abroad (2:00-6:30 pm)	21	-	-	-
	Dealing with Stress and Trauma	22	14-15	11-12	11-12
	Safety & Security Training (German)	20	11-15	8-12	8-12
	Roles and Competencies in Consulting	31	11-15	8-12	8-12
	Roles and Competencies in Consulting	31	11-15	8-12	8-12
	Partners Prior to Departures	40	11-13	8-10	8-10
	Departing with Children	41	14-15	11-12	11-12
	Work-Life Romance (begin 7 pm, no registration required)	51	-	-	-
	Intensive Language Course	25	from 11	from 8	from 8
WEEK 3	Introduction Course Local Languages	26	11-15	8-12	8-12
	Specialised and Task-Based Language Training	24	11-15	8-12	8-12
	Digital Security	38	-	from 8	-
	Digital Security	38	-	-	from 8
	Tutored Learning (2-3 days, individually bookable)	43			
	Implementing the Agenda 2030	17	18-19	15-16	15-16
	Implementing the Agenda 2030	17	-	15-16	-
	Dealing with Complexity and Diversity in the International Context	15	18-19	15-16	15-16
	Dealing with Complexity and Diversity in the International Context	15	-	15-16	-
	Evening Dialogue - Development Policy Discussions (no registration)	51	-	-	-
WEEK 4	Country Analysis	16	20-22	17-19	17-19
	Security Training	19	20-22	17-19	17-19
	Digital for Development	37	-	17-19	-
	Cooperation Systems and Networks	33	-	-	-
	Organisational Development	35	18-22	15-19	15-19
	Safety & Security Training (German)	20	18-22	-	-
	Tutored Learning (2-3 days, individually bookable)	43			
	Security Training	19	25-27	22-24	22-24
	First Aid in Assignments Abroad (2:00-6:30 pm)	21	-	-	-
	Dealing with Stress and Trauma	22	28-29	25-26	25-26
WEEK 5	Safety & Security Training (English)	20	25-29	25-26	22-26
	Roles and Competencies in Consulting	31	25-29	25-26	22-26
	Project Management in International Cooperation	32	-	-	-
	Projectmanagement in International Cooperation	32	-	22-26	22-26
	Intensive Language Course	25	from 25	from 22	from 22
	Introduction Course Local Languages	26	25-29	22-26	22-26
	Specialised and Task-Based Language Training	24	25-29	22-26	22-26
	Effective Presentation in the International Context	28	25-27	22-24	22-24
	Facilitation in the International Context	27	27-29	24-26	24-26
	Tutored Learning (2-3 days, individually bookable)	43			
WEEK 5	Implementing the Agenda 2030	17			29-30
	Security Training	19			29-31
	First Aid in Assignments Abroad (2:00-6:30 pm)	21			-
	Safety & Security Training (German)	20			-
	Organisational Development	35			29 Mar-1 Apr
	Roles and Competencies in Consulting	31			29 Mar-1 Apr
	Introduction Course Local Languages	26			29 Mar-1 Apr
	Specialised and Task-Based Language Training	24			29 Mar-1 Apr
	Tutored Learning (2-3 days, individually bookable)	43			

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
WEEK 1	6-7	3-4	7-8	5-6	2-3	6-7	4-5	2-3	6-7
	6-7	3-4	7-11	5-6	2-3	6-7	4-5	2-3	6-7
	-	3-4	7-8	5-6	2-3	6-7	4-5	2-3	6-7
	-	-	7-11	5-9	2-6	-	4-8	-	6-10
	8-9	5-7	9-11	7-9	4-6	8-10	6-8	4-5	8-10
	8-9	-	9-11	7-9	4-6	-	6-8	-	8-10
	8-9	5-7	9-11	7-9	4-6	8-10	6-8	4-5	8-10
	-	5-7	9-11	-	4-6	-	6-8	-	8-10
	6-9	-	7-11	5-9	-	6-10	-	2-5	-
WEEK 2	12-14	10-11	14-16	12-14	9-11	13-15	11-13	8-10	13-15
	-	-	16	14	11	15	13	10	15
	15-16	12-13	17-18	15-16	12-13	16-17	14-15	11-12	16-17
	12-16	-	14-18	12-16	9-13	13-17	11-15	8-12	13-17
	12-16	10-13	14-18	12-16	9-13	13-17	11-15	8-12	13-17
	12-16	10-13	14-18	12-16	9-13	13-17	11-15	8-12	13-17
	12-14	10-12	14-16	12-14	9-11	13-15	11-13	8-10	13-15
	15-16	-	17-18	15-16	12-13	16-17	14-15	11-12	16-17
	-	12	15	13	10	14	12	9	14
	from 12	from 10	from 14	from 12	from 9	from 13	from 11	from 8	from 13
WEEK 3	12-16	10-13	14-18	12-16	9-13	13-17	11-15	8-12	13-17
	12-16	10-13	14-18	12-16	9-13	13-17	11-15	8-12	13-17
	from 12	-	from 14	-	from 9	-	from 11	-	-
	-	from 10	-	from 12	-	from 13	-	from 8	-
	19-20	17-18	21-22	19-20	16-17	20-21	18-19	15-16	20-21
	-	17-18	-	-	16-17	-	-	15-16	-
	19-20	17-18	21-22	19-20	16-17	20-21	18-19	15-16	20-21
	-	17-18	-	-	16-17	-	-	15-16	-
	-	18	-	20	-	21	-	16	-
WEEK 4	21-23	19-21	23-25	21-23	18-20	22-24		17-19	-
	21-23	19-21	23-25	21-23	18-20	22-24	20-22	17-19	-
	-	19-21	-	-	18-20	-	20-22	17-19	-
	21-23	19-21	23-25	21-23	18-20	22-24	-	17-19	-
	19-23	17-21	21-25	19-23	16-20	20-24	20-22	15-19	-
	19-23		21-25	-	-	-	18-22	-	-
							18-22		
	26-28	25-26	28-30	26-28	23-25	27-29	25-27	22-24	
	-	-	30	28	25	29	27	24	
	29-30	27-28	1 Jul-2 Jul	29-30	26-27	30 Sep-1 Oct	28-29	25-26	
WEEK 5	26-30	-	28 Jun-2 Jul	26-30	23-27	27 Sep-1 Oct	25-29	22-26	
	26-30	25-28	28 Jun-2 Jul	26-30	23-27	27 Sep-1 Oct	25-29	22-26	
	26-30	-	28 Jun-2 Jul	26-30	-	27 Sep-1 Oct	25-29	-	
	-	25-28	-	-	23-27	-	-	22-26	
	from 26	from 25	from 28 Jun	from 26	from 23	from 27	from 25	from 22	
	26-30	25-28	28 Jun-2 Jul	26-30	23-27	27 Sep-1 Oct	25-29	22-26	
	26-30	25-28	28 Jun-2 Jul	26-30	23-27	27 Sep-1 Oct	25-29	22-26	
	26-28	25-26	28-30	26-28	23-25	27-29	25-27	22-24	
	28-30	27-28	30 Jun-2 Jul	28-30	25-27	29 Sep-1 Oct	27-29	24-26	
	31 May-1 Jun			30-31			29-30		
	31 May-2 Jun			30 Aug-1 Sep			29 Nov-1 Dec		
	-			1 Sep			1 Dec		
	-			30 Aug-3 Sep			29 Nov-3 Dec		
	31 May-3 Jun			30 Aug-3 Sep			29 Nov-3 Dec		
	31 May-3 Jun			30 Aug-3 Sep			29 Nov-3 Dec		
	31 May-3 Jun			30 Aug-3 Sep			29 Nov-3 Dec		
	31 May-3 Jun			30 Aug-3 Sep			29 Nov-3 Dec		

# INFORMATION AT A GLANCE

## HOUSE 1 HOUSE 2

Always open

Temporarily closed



## MOBILE ON CAMPUS

**05 DEPARTURE SHUTTLE**  
from/to Campus to  
respective hotels

**06 BICYCLE-RENTAL**  
Open Mon-Fri: 8:00 am 5:30 pm,  
Son: 12:00-8:00 pm at the reception,  
return 24/7 at the reception.

## CULINARY SERVICES

**07 RESTAURANT**

**BREAKFAST**  
Mon-Fri 6:30-8:15 am  
Sat, Sun, holiday 8:00-10:00 am

**LUNCH**  
Mon-Fri 12:00-1:30 pm  
Sat, Sun, holiday 12:30-1:30 pm

**DINNER**  
Mon-Thurs 6:00-7:30 pm  
Fri-Sun, holiday 5:30-6:30 pm

**08 LOBBY BAR**

Mon-Thurs 8:00-10:00 pm

**09 TEA KITCHEN**  
In House 1,  
second floor

## WASHING CLOTHES

**10 WASHING MACHINE AND DRYER**  
in the laundry room,  
House 1, second floor  
Daily 7:30 am-7:30 pm

**11 IRONING**  
House 1, room 101,  
ground floor

## LEISURE ACTIVITIES

**12 FITNESS ROOM**  
with table tennis table;  
constantly accessible

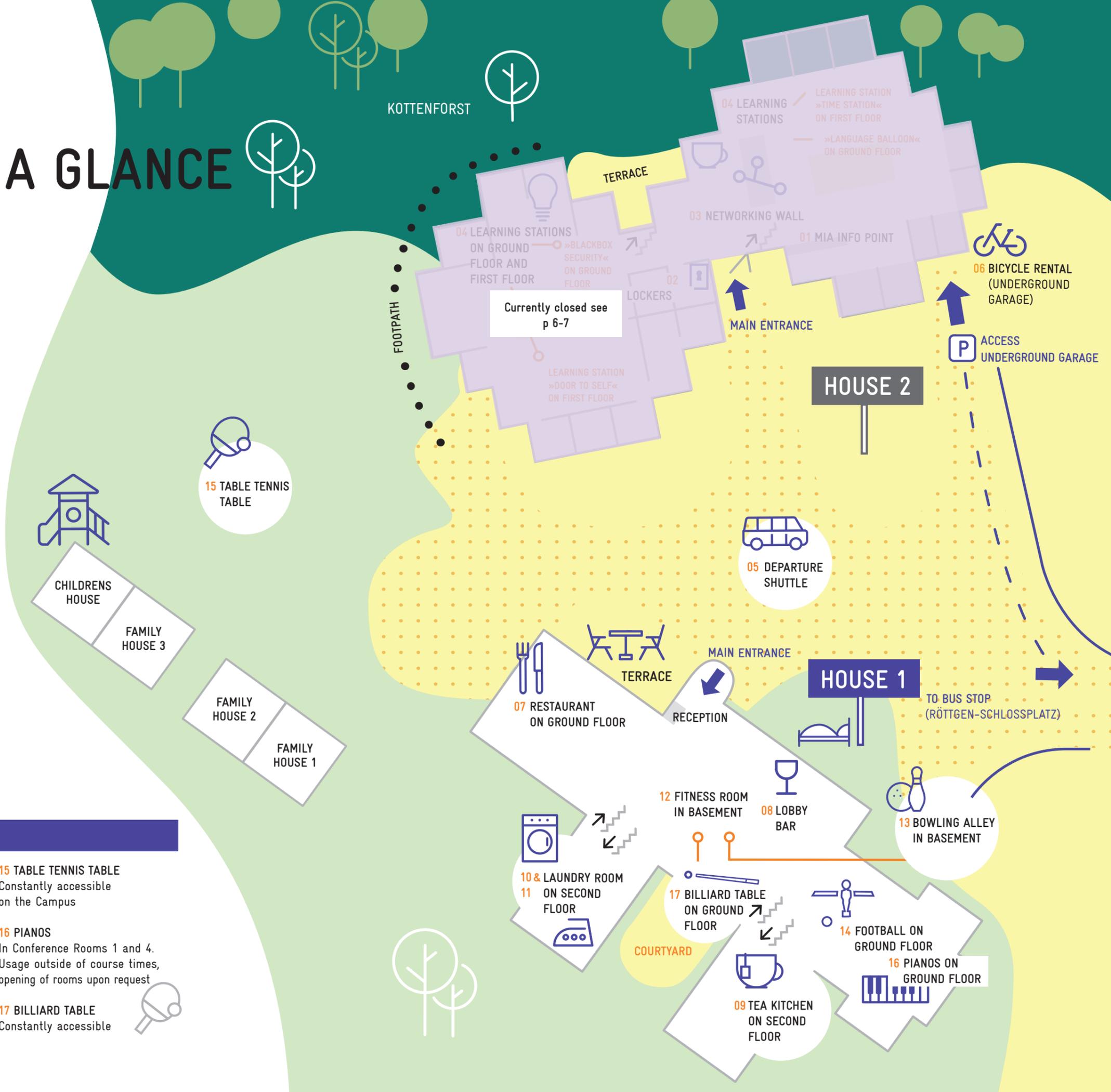
**13 BOWLING ALLEY**  
Registration one day in advance  
at reception in House 1

**14 TABLE FOOTBALL**  
Constantly accessible

**15 TABLE TENNIS TABLE**  
Constantly accessible  
on the Campus

**16 PIANOS**  
In Conference Rooms 1 and 4.  
Usage outside of course times,  
opening of rooms upon request

**17 BILLIARD TABLE**  
Constantly accessible





# ALL-ROUND CAREFREE

The family topic during preparation for departure is something we really care about! That's why we try to offer you and your families the "all-round carefree package". Thus, most of our courses are also available for accompanying partners.

The three-day course "Partners Prior to Departure" gives you the necessary space to both look at the challenges of departing as a couple or family and look at individual goals and uncertainties.

A particular highlight are the individual learning tutors whom all participants can access. Besides individual career or future planning, you can not only get information on job opportunities in the host country but also on other important questions – from bureaucratic questions to how to establish contacts.

The two-day module "Departing with Children" takes place right after the course "Partners Prior to Departure" and addresses the special needs of parents during preparation for departure.

The participants get to know development-psychological models and obtain practical knowledge for supporting their children in an age-appropriate way. Together with experienced trainers and other parents, the special opportunities and challenges of living abroad, the topics multilingualism, schooling and homesickness are examined, and own decision-making criteria are clarified.

## THE CHILDREN'S CAMPUS, IN SHORT "KICA"

So that our participants can fully engage in their preparation for departure, families which take part in the context of the BMZ-funded preparation have comfortable and modern family apartments as well as childcare at their disposal directly on Campus Kottenforst. Here, children come together who are all in the same departure situation. Our professional childcare workers prepare your children for their upcoming new life situation in a playful and age-appropriate way.

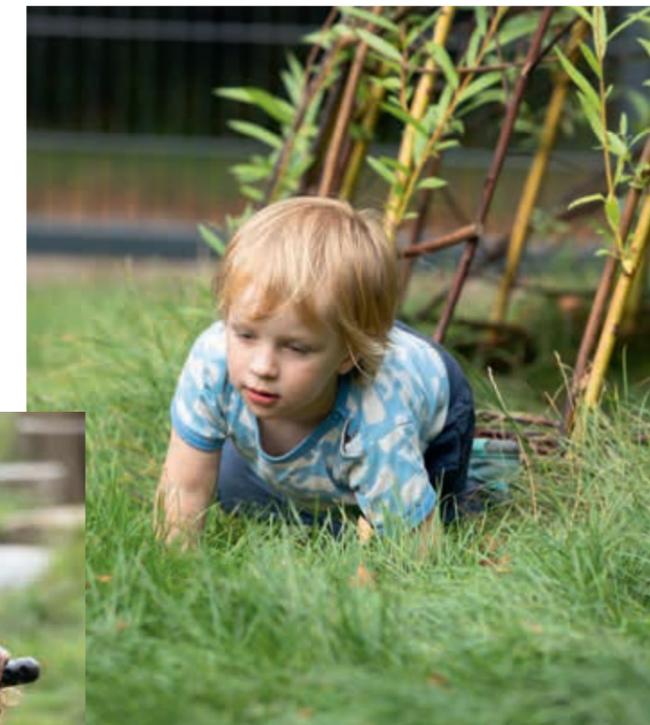
In addition, there are many leisure activities you can do with the whole family: the green location of the Campus, hiking and bicycling options, rental bikes, table football, table tennis, and bowling alley. Downtown Bonn is easy to access via public transport or with our rental bikes and offers many further leisure options for which you can get information on Campus.

## WORK-LIFE ROMANCE

A completely new concept is our module "Work-Life Romance". Anyone interested can take part in this evening talk facilitated by experienced trainers and can come into an exchange with other couples in similar situations on issues such as change, insecurity, and strategies, in order to begin the assignment abroad as a strong couple.

## DIALOGUE IN THE EVENING

The "Dialogue in the Evening" is an open evening event to which all participants are invited. Alternating guests give us exciting inputs on development policy topics which are looked at together and discussed from different perspectives in a relaxed atmosphere.





Mobility and nutrition are important components of sustainable Campus operations.

# SUSTAINABILITY ON CAMPUS KOTTENFORST

The environmental initiative "Ökotti" promotes lived sustainability on Campus Kottenforst. Committed GIZ staff members look closely at the buying process of products, are establishing sustainable event management, and are getting biodiversity onto the Campus.

The **sustainably designed outside area** invites you to linger and discover. More than 50,000 bees support the ecosystem on Campus. They also feed us with sweet honey which you can enjoy on your breakfast bread – more regional than that isn't possible!

Staff on Campus are currently developing a concept to experience sustainability on location. Besides a functional and ecological outside area, this also includes places of retreat to invite inspiration and in which a sense of well-being is the focal point.

**Mobility and nutrition** are important components of sustainable Campus operations. We are pleased that many of our participants are already arriving by public transport. Our vegetarian and vegan food options are appreciated by our guests, and we will expand this offer even more in the future.

Be it the recycling of materials, an environmentally-friendly arrival journey or sustainable facilities – a lot has already been done. But what is most important: we can only achieve changes jointly. We are sure that together – with combined energy and creative ideas – we will shape preparation for departure even more sustainably in the future, step by step!

Our Campus mascot Ökotti helps us implement this with simple life-hacks, small contributions for more sustainability.



# TERMS AND CONDITIONS FOR BMZ-FUNDED PREPARATION FOR DEPARTURE

## ELIGIBLE INDIVIDUALS

- Experts and managers of German international cooperation, who are
  - for a duration of at least one year or intermittently for at least a cumulative period of six months per year,
  - in a developing or emerging country of the DAC Country List or within the context of a regional service with the main focus of a country in the **DAC country list**<sup>1</sup>,
  - involved in an activity in the framework of German development cooperation.
- Accompanying partners (MAP) under the condition that the partner is also leaving for at least one year. Children will be cared for in age-appropriate conditions and through qualified personnel.
- The participation of trainees is only possible if they can be integrated in a pre-existing course.

<sup>1</sup>Countries supported by development funding from the Development Assistance Committee (DAC) and/or Commission for Development Aid of the Organisation for Economic Co-operation and Development (OECD): [DAC Country List](#)

## SERVICES

The BMZ-funded “Preparation for Departure” comprises the following services: Participation in the courses offered in the SQ Programme in accordance with the respective valid course offer for the year

- Experts and managers can participate in all courses. Maximum duration (see “Time Period and Duration” below).
- Accompanying partners can participate in the course(s) at no cost except for the courses in the area of “Management and Consulting” as well as “Communication Training” and “Specialised and Task-Based Language Training”.

### Room and Board:

- Precondition for cost coverage of room and board (R+B) is participation in the course(s) on the part of the expert and/or manager and accompanying partner.
- Accompanying children receive free R+B during the preparation time of their parents.
- In case of long-distance travel to Roettgen, R+B is granted for the day prior to course begin as well as for the day after the last course.
- On weekends R+B is granted if such weekends are located within the overall preparation time (course ends Friday and next course begins Monday).

## TIME PERIOD AND DURATION

- Due to the Corona pandemic, participation in the

- course can currently take place up to 18 months after departing as a “post-departure preparation”.
- The BMZ-funded departure preparation encompasses a maximum of four weeks of training as well as an additional maximum of four weeks of language courses.
- Further participation beyond that is possible but has to be self-financed.
- The right to participate is renewed with every additional new posting.

## CHILDCARE

Children up to the age of twelve are offered childcare in age-appropriate conditions and through qualified personnel.

- The maximum number of child placement in the child day-care centre is ten children.
- If the day-care centre is full, families can bring along a carer.
- R+B for the carer is covered.

## CANCELLATION REGULATION

- Cancellations up to six days prior to course begin are free of charge.
- Starting five calendar days before the course begins, the Academy will only send an invoice to the deploying party if the Academy endures costs through a short-term cancellation or through the no-show of a participant. This concerns, in particular, the courses that have been organised exclusively for one participant (for example, one-on-one language or country analysis courses).
- The costs to be charged in the BMZ-funded courses are limited to the cancellation fees for the trainer and, if applicable, the reimbursement of travel costs.

## REGISTRATION AND ADVICE

- The registration deadline is twenty days prior to the start of the first course.
- To ensure adequate childcare (especially for children under the age of one), an early registration is required.

If you have any questions concerning the programme please contact

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