PREPARING – NETWORKING – ACCOMPANYING

PROGRAMME 2019

Preparation for Assignments abroad at the Academy for International Cooperation

Learning worldwide
Imprint

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Academy for International Cooperation (AIZ)
Friedrich-Ebert-Allee 36 + 40
53113 Bonn, Germany
T +49 228 44 60 - 33 33
F +49 228 44 60 - 17 66
I www.giz.de/akademie

Editorial staff
GIZ (Philipp Buß, Anna Halfmann, Sarah Lausch)

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Wort für Wort, Michael Schatzschneider

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January 2019
PREPARING — NETWORKING — ACCOMPANYING

PROGRAMME 2019

Preparation for Assignments abroad at the Academy for International Cooperation
The Academy’s First Year at its New Location

An »intensive experience«, shaped by »exchange«, »time for reflection and learning«, »good atmosphere« and many new »contacts«, that’s how participants described their impressions when thinking back to their preparation for departure at the AIZ six to twelve months after leaving for their country of assignment.

In times in which networks and cooperation are becoming ever more important for successful work in international cooperation, the preparation for departure, with its offers for networking and joint learning, is an ideal entry point for the professional challenges during your mission abroad.

With our offers, we seek to provide experts and managers from more than 35 organisations of German international cooperation the tools needed for successful work in their respective cooperation country. This is an important issue for the German Federal Ministry for Economic Cooperation and Development (BMZ).
Learning worldwide

This is why the Ministry commissions the Academy for International Cooperation (AIZ) with implementing the Programme »Key Qualifications for International Cooperation«. Strengthening key competencies also ensures the development of your ability to act with greater confidence in an ever more complex world. To fulfil this need, the departure preparation courses offer appropriate learning services both for »first-time departures« and those of you with several years of experience abroad. Participants reflect on their own role and learn to change their perspective. By looking at different consultancy roles and approaches, you develop greater clarity on what role concept you want to apply in your work.

New location ...

After nearly 50 years in Bad Honnef, the Academy’s new training centre, the Campus Kottenforst in Bonn Roettgen, had its official opening in early 2018. Bright architecture, light-flooded rooms, glass ceilings, warm wood, a playground and family quarters – surrounded by Bonn’s green lung, the Kottenforst forest, and within walking distance to the small suburban centre of Bonn Roettgen. This location as well as the environmentally friendly building design create a special ambience and an open, diverse, but nevertheless informal and family-oriented framework for preparation to take place in.

The new location offers participants an ideal learning environment: learning, eating, overnighting, retreatting with some reading material or exchanging experiences with other outward-bound experts and managers – all of this happens at one location, on one campus. On top of that, the Campus and its surrounding area have an array of leisure activities, but also quick access to downtown Bonn. Family-friendliness is of major importance and finds its expression in offers for accompanying partners and/or children: children between the age of one and ten can spend the whole day in the child day-care centre. Youths can take part in select courses with their parents. After a year on the Campus Kottenforst we can say: we have arrived! And we are happy that the new location has already been so well-received after such a relatively short time.

»The preparation courses gave me quite a bit of materials and tools which I can now apply here in my practical work.«

PARTICIPANT, DEPARTING FOR CAMBODIA

»The kids got to know other kids who also departed to Ghana and they are now friends. That was almost the most valuable thing about the whole preparation, the fact that this contact developed.«

PARTICIPANT, DEPARTING FOR GHANA

»The preparation courses gave me quite a bit of materials and tools which I can now apply here in my practical work.«

PARTICIPANT, DEPARTING FOR CAMBODIA
...tried and tested services

To be able to offer a needs-based preparation for a demanding job abroad, we continuously adapt our services. The 2019 Programme has the following new features:

› Due to a strong demand and participants’ positive feedback, the number of »Safety & Security« courses was increased.
› Expansion of digital services, e. g. the virtual course »Digital Security« and, beginning in the summer, blended learning formats in the field of Management and Consulting.
› Additional English-language courses. This means that three-quarters of all courses are now available in English.
› The practical consultation service after departure can now be booked for even more courses. In concrete terms: you can now book a total of three one-hour advisory appointments with a trainer during your stay abroad. You will thereby get concrete support and advice for your work challenges – this strengthens your learning success.

Our digital networking and continuous learning platform (SQ Portal) has also been enhanced last year: The SQ Portal has come of age and enjoys an increasing number of members. Participants not only use it during their preparation phase but also while they are abroad. This enables them to draw on the specialist and regional expertise of more than 1,700 members.

»Both on the personal and professional level, the courses really moved me big steps forward. For me, it was the right time in my professional life to do such a further learning session.«
PARTICIPANT, DEPARTING FOR MAURETANIA

»I feel more competent in the complex world of international cooperation as I now have a lot of background information.«
PARTICIPANT, DEPARTING FOR INDONESIA

»The AIZ as a place of exchange at which you can get to know people who have the same or similar interests and who also work in the international context. This exchange is really important.«
PARTICIPANT, DEPARTING FOR ALGERIA
Participants receive advice on information management from the committed staff members of the Academy’s Media and Information Centre (MIA). The MIA Portal enables you to do online research on our whole media inventory. But, despite these success stories, we do not want to go into a standstill mode. Thus, we invite you to stay engaged in a dialogue with us. How can we absorb and implement your needs and desires even better? We look forward to your ideas and suggestions!

Kind regards,

Andrea von Rauch  
Head of the Academy for International Cooperation, GIZ

Brunhilde Vest  
Head of Division »Procedures of Technical and Financial Cooperation«, BMZ
# Table of Contents

## 02 Preface
- Welcome

## 08 Preparing
- Preface

## 10 Networking
- Preparing

## 12 Accompanying
- Networking

## 14 MIA—the Academy’s Media and Information Centre
- Accompanying

## 18 INTERCULTURAL COMPETENCIES AND COUNTRY ANALYSIS

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Country Analysis</td>
</tr>
<tr>
<td>21</td>
<td>Intercultural Competency and Diversity</td>
</tr>
<tr>
<td></td>
<td>Advanced Course</td>
</tr>
</tbody>
</table>

## 24 PERSONAL SAFETY, STRESS AND TRAUMA

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Security Training</td>
</tr>
<tr>
<td>28</td>
<td>Safety &amp; Security Training</td>
</tr>
<tr>
<td>30</td>
<td>First Aid in Assignments Abroad</td>
</tr>
<tr>
<td>31</td>
<td>Dealing with Stress and Trauma</td>
</tr>
</tbody>
</table>

## 32 LANGUAGE AND COMMUNICATION

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>Specialised and Task-Based Language Training</td>
</tr>
<tr>
<td>37</td>
<td>Intensive Language Course</td>
</tr>
<tr>
<td>38</td>
<td>Introduction Course—Local Languages</td>
</tr>
<tr>
<td>39</td>
<td>Effective Facilitation in the International Context</td>
</tr>
<tr>
<td>40</td>
<td>Effective Presentation in the International Context</td>
</tr>
<tr>
<td>41</td>
<td>Effective Negotiation in the International Context</td>
</tr>
</tbody>
</table>
Preparing — Networking — Accompanying

Every year, more than 2,000 participants use our courses to prepare for their departure abroad. Besides a participation financed by the German Federal Ministry of Economic Cooperation and Development (Terms and Conditions, p. 64), the course portfolio is available to all interested parties.

Our Course Portfolio
To prepare you in the best possible way for your mission abroad, we provide you with training courses in the following thematic areas:

- Intercultural Competencies and Country Analysis
- Personal Safety, Stress and Trauma
- Language and Communication
- Management and Consulting
- Digital Competence
- Development Policy

For deepening your knowledge we recommend our offer of »Tutored Learning«. Selecting this will help you to address a topic of your choice intensively whereby you can also get advice on learning strategies.
Going Abroad with a Partner and Family

A special and very much valued offer for departure preparation is the training course »Accompanying Partner and Family«. The focus here is on reconciling work and family life in your mission abroad. Furthermore, accompanying partners can participate in nearly all other courses and in that way also prepare themselves for their stay abroad. During the course, your children are taken care of professionally and are in good hands with us.

Our Learning Approach

Our training courses aim to further develop the key competencies required for international work. We promote knowledge acquisition, strengthen skills, and address personal attitude, particularly since attitude is decisive for how one’s own knowledge and skills are implemented in an unknown environment. Our learning offers are characterised by methodical diversity. They apply a practical approach and are as individual as possible. We encourage you to take control of your own learning process and give you space for reflection. We foster dialogue between participants and support you in learning from one another. To do this we frame a trusting environment.
Preparation – Networking – Accompanying

Exchange and networking are a special added value of the preparation we offer – beyond the limits of your own organisation and your own work area. To actively support this, we offer a number of additional services in the preparation for departure framework.

SQ Portal

After registering for the course programme, the »SQ Portal« is directly at your disposal: A community of people who are about to depart or are already in their mission country. The SQ Portal gives you the space to network, to get information, and to undertake further learning – and all this prior to, during, and after your preparation for departure. Especially for networking, there are a lot of functions:

- Irrespectively of whether you want to stay in contact with other course participants or seek exchange with other specialist personnel, the SQ Portal makes it easy for you to network along criteria such as assignment country, expertise, or organisations.
- Join a growing number of communities in line with criteria such as country, languages, or specialist themes, or establish a new group yourself.
- Personal and from everyday life – in their stories, departed personnel can share interesting experiences and impressions regarding departure and/or time abroad.

- You can find further information on the SQ Portal via www.sq-portal.de
Networking Wall

Networking is very much appreciated by participants during departure preparation. To ensure that you can not only link up easily digitally via the SQ Portal, we also have an analogue networking wall.

At a glance, you can quickly see who is actually currently in preparation mode on the Campus Kottenforst.

Further Networking Options

A comfortable sitting area, a bar, and a cozy fire-place area are additional inviting locations for casual exchanges in a nice atmosphere. This is also where new arrivals come together for an informal get together giving them the opportunity to get to know other guests. And, after intensive course days, should you seek physical activity, then you can take advantage of our own bowling alley, the sports room, a tabletop football and a table-tennis table as well as the surrounding Kottenforst forest along with numerous other possibilities for leisurely networking.
Preventing – Networking – Accompanying

We want to support you practically during your time of arrival in your country of assignment and in your initial challenges on location. That’s why we accompany you with the following services after your departure too.

»Catch up on the preparation«:
In the framework of the BMZ-financed preparation, you can book our courses for free as »catch-up preparation courses« for up to twelve months after departure to your mission country.

SQ Portal:
»Networking« – »Informing Yourself« – »Learning«, regardless of place or time. The digital platform makes it easy for you to stay in contact with other course participants, go into specialist exchanges, and access virtual learning offers. This is how we accompany you prior to, during, and after your face-to-face training courses – going well into your job abroad.
Practical Consultations:
Learned a lot, and now suddenly at work abroad! During your work abroad you often experience new challenges and situations in which coaching, reflection, or advice is helpful. To get this you can book up to three one-hour consulting appointments with your trainer. It is easy to do via the SQ Portal.

Digital Offers:
The virtual course »Digital Security« is offered in German and English and consists of three webinars as well as self-learning units through which we guide you online. Further virtual units in the thematic area »Management & Consulting« are planned to begin in summer 2019.
With our professional information- and media management, we make sure that core learning materials for all topics of departure preparation are available to you as needed and on time. As a participant, we undertake research for you in line with your personal requirements. In our MIA, you will find more than 35,000 media items distributed throughout House 2. The MIA is a core component of departure preparation and complements the training courses with the following offers:

- Books and magazines
- Maps, posters, music, and films
- Development policy documents
- Course-specific learning materials
- Open-access offers, e-journals, and e-books

To ensure that you can use your preparation time with us in an ideal way, we support you in getting information and provide you with a broad spectrum of current media and materials.
The MIA Portal provides for online research where you can screen the whole inventory of the Media and Information Centre:

- mia.giz.de

Borrowing/returning media takes place using our MIA card at the borrowing terminals – even beyond our service opening hours. You can get the card at our infopoint.

At interactive learning stations, we invite you to sharpen your perception, change your perspective, and better understand systemic interdependencies. In your self-study, address issues such as:

- Identity as well as images of self and other
- Personal safety, violence, and fragility
- Perception of time and culture
- Communication habits and linguistic diversity

Opening Hours infopoint

› MON-THURS  8 AM–3 PM
› FRI       8 AM–1 PM

In addition, you can access and use our media and learning stations at any time during the opening hours of House 2.

› MON-FRI  7 AM–11 PM
› SUN      2 PM–11 PM
Competency Areas
The courses of the Academy for International Cooperation are allocated to four competency areas.

PERSONAL AND SOCIAL COMPETENCIES
SPECIALIST COMPETENCIES
MANAGEMENT COMPETENCIES
LEADERSHIP COMPETENCIES
## Course Portfolio at a Glance

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Page</th>
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<tbody>
<tr>
<td>Intercultural Competencies and Country Analysis</td>
<td>18</td>
</tr>
<tr>
<td>Personal Safety, Stress and Trauma</td>
<td>24</td>
</tr>
<tr>
<td>Language and Communication</td>
<td>32</td>
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<tr>
<td>Management and Consulting</td>
<td>42</td>
</tr>
<tr>
<td>Digital Competence</td>
<td>48</td>
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<tr>
<td>Partner and Family</td>
<td>52</td>
</tr>
<tr>
<td>Development Policy</td>
<td>56</td>
</tr>
<tr>
<td>Tutored Learning</td>
<td>60</td>
</tr>
</tbody>
</table>
»The up-front participant survey, the composition of contents, the performance of the trainer – the overall package was a big gift for me. To know that I will have an additional entitlement for practical consultations once I am abroad gives me an extra sense of security and is a huge win.«

STEPHANIE MENDES CANDIDO
Intercultural Competencies and Country Analysis

Preparing for a mission abroad is usually linked to great curiosity and joyful anticipation of the host country and the new working context. However, after departing, frustration and disappointment can emerge in your cooperation work if mutual understanding – for instance, due to intercultural irritations – reaches its limits. Thus, work and project success can only be achieved with intercultural sensitivity and a high degree of cooperation competence. On the basis of our courses in the area of »Intercultural Competencies and Country Analysis« you will deepen your understanding for your mission country. You will learn how to better understand different perspectives as well as how to act effectively and successfully in the face of social and cultural differences.

COURSE CONTENT TARGET GROUP PAGE

Country Analysis
- Individual, practice-oriented preparation of work and private life in the partner country
- Experts and managers/leaders in international cooperation
  20

Intercultural Competency and Diversity – Advanced Course
- Reflecting your personal experiences abroad; dealing with diversity in a professional way during your next mission
- Experts and managers/leaders with at least three years of work experience abroad
  21

Trainers
Our trainer pool consists of intercultural trainers with both extensive experience abroad and in training as well as country experts for more than 130 countries.
**Intercultural Competencies and Country Analysis**

**FACE-TO-FACE (IL-LA)**

**Country Analysis**

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

**Objectives and content**
You prepare for working and living in your partner country – by studying a country-specific selection of topics and focal points, taking your interests and previous experience into account.

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.
- about important stakeholders, the social groups and the organisations in the country.
- to analyse conflicts, violence and fragility on a country-specific basis and to address topics such as crisis and threat scenarios, gender equality, dealing with minorities, and the expectations surrounding your role.
- how to identify possible areas of tension between the cultural, social and political circumstances and your personal goals.

**Methods**
- Individual reflection with carefully selected experts on your country of destination
- Practically-focused work in small groups
- A variety of methods: interactive learning discussions, media input and case studies
- Periods of self-study to deepen your knowledge
- Use of the Media and Information Centre

**Number of Participants**
1–6

**Languages**
German; English, French, Spanish or Portuguese may be available on request.

**Location**
Bonn-Röttgen, Germany

**Remarks**
- We recommend to combine this course with the courses on Intercultural Competency.
- This course is available for accompanying partners.
- Contains the offer of practical consultations after departure.

**Competencies**
Personal and social competencies

**Duration & time**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Days</th>
<th>Start</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>3 days</td>
<td>each day</td>
<td>08:30 AM to 05:30 PM</td>
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* 2.5 days
  Mon, Tue: 08:30 AM to 05:30 PM
  Wed: 08:30 AM to 12:30 PM

** 2 days
  each day | 08:30 AM to 05:30 PM |

**Course dates 2019**

<table>
<thead>
<tr>
<th>Month</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>JAN</td>
<td>09.01.–11.01</td>
<td>21.01.–23.01.*</td>
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<tr>
<td>FEB</td>
<td>06.02.–08.02.</td>
<td>18.02.–20.02.</td>
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<tr>
<td>MAR</td>
<td>06.03.–08.03.</td>
<td>18.03.–20.03.*</td>
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<tr>
<td>APR</td>
<td>03.04.–05.04.</td>
<td>15.04.–16.04.**</td>
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<tr>
<td>MAY</td>
<td>08.05.–10.05.</td>
<td>20.05.–22.05.*</td>
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<tr>
<td>JUN</td>
<td>05.06.–07.06.</td>
<td>17.06.–18.06.*</td>
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<tr>
<td>JUL</td>
<td>03.07.–05.07.</td>
<td>15.07.–17.07.*</td>
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<tr>
<td>AUG</td>
<td>07.08.–09.08.</td>
<td>19.08.–21.08.*</td>
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<tr>
<td>SEP</td>
<td>04.09.–06.09.</td>
<td>16.09.–18.09*</td>
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<tr>
<td>OCT</td>
<td>09.10.–11.10.</td>
<td>21.10.–23.10.*</td>
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<tr>
<td>NOV</td>
<td>06.11.–08.11.</td>
<td>18.11.–20.11.*</td>
</tr>
<tr>
<td>DEC</td>
<td>04.12.–06.12.</td>
<td>16.12.–18.12.*</td>
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</table>
FACE-TO-FACE (IL-RC)

Intercultural Competency and Diversity
Advanced Course

Participants
You are an expert or manager in the field of international cooperation with at least 3 years of professional experience working abroad, or experience as an accompanying partner.

Objectives and content
This course will help you to optimise your cooperation with local partners and international teams. You will reflect on situations from your professional assignments abroad, and broaden your practical skill set.

In this course, you will learn,
› how to reassess your intercultural competence profile and to improve your knowledge in this field appropriately.
› to interpret and reflect on patterns of communication and behaviour, and to become aware of different perspectives.
› to maintain a balance between adaptation and authenticity when working with people from different cultures.

Methods
› Focus on the practical level and the individual participants in region-spanning groups
› Analysis and reflection on personal experiences when abroad
› Structured exchanging of experiences, peer counselling
› Working on the individual participants’ case studies

Competencies
Personal and social competencies

Number of Participants
4–5

Languages
English, German

Location
Bonn-Röttgen, Germany

Remarks
› We recommend to combine this offer with the »Country Analysis« course.
› This course is available for accompanying partners.
› Contains the offer of practical consultations after departure.

Course dates 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
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<td>APR</td>
<td>01.04.–02.04.</td>
<td>Mon–Tue</td>
<td>08:30 AM to 05:30 PM</td>
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<tr>
<td>JUL</td>
<td>01.07.–02.07.</td>
<td>Mon–Tue</td>
<td>08:30 AM to 05:30 PM</td>
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<tr>
<td>OCT</td>
<td>07.10.–08.10.</td>
<td>Mon–Tue</td>
<td>08:30 AM to 05:30 PM</td>
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»What I liked particularly were the concrete case examples. During the course we got a very good stimulus to self-reflect how Germans are seen and how »your counterpart« perceives you.«

PARTICIPANT, DEPARTING FOR ZAMBIA
»That was an entirely successful event (...) the trainer did a fantastic job. The course was entertaining and excellent both content-wise and professionally, simply coherent.«

PARTICIPANT, DEPARTING FOR NAMIBIA
»This is the first time I have attended a security course and what I have learned is that security starts with yourself. Awareness is the key. Being aware of your surroundings helps detecting the unusual, the out of the ordinary, and following the »six golden rules« can save you in a dangerous situation.«

KAREN MBOMOZOMO
Personal Safety, Stress and Trauma

Violence, conflicts, and fragility are increasing worldwide. More than half of the German development cooperation partner countries are affected and therefore assignments abroad are often linked with higher risks, psychological burdens, and stress. You may need to work together with traumatised people during your stay in your partner country or have to provide first aid in cases of emergency. With our course portfolio in the thematic area »Personal Safety, Stress and Trauma« you will strengthen your safety awareness for your work and social environment in your partner country, learn how to conduct emergency medical first aid, and sharpen your awareness of dealing with mental pressure, stress, and trauma.

› All courses are offered both in English and German.

Course Overview

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTENT</th>
<th>DURATION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Training</td>
<td>Sensitisation for possible dangers and risk-diminishing behaviour</td>
<td>2.5-day course</td>
<td>26</td>
</tr>
<tr>
<td>Safety &amp; Security Training</td>
<td>Preparation for threats in particularly risky regions</td>
<td>5-day course</td>
<td>28</td>
</tr>
<tr>
<td>First Aid in Assignments Abroad</td>
<td>First aid in case of accidents and emergencies taking into account poor medical care conditions</td>
<td>0.5-day course</td>
<td>30</td>
</tr>
<tr>
<td>Dealing with Stress and Trauma</td>
<td>Promotes prudent behaviour with respect to external and internal pressure as well as traumatic experiences</td>
<td>2-day course</td>
<td>31</td>
</tr>
</tbody>
</table>

Our interdisciplinary trainer pool consists of:
› Security experts
› Psychologists, mediators, coaches
› Trainers from »civil conflict transformation«
› Paramedics with experience abroad
Security Training

Participants
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.

Objectives and content
You will learn how to assess dangers and threats in your country of deployment realistically. After the course, you will know how to behave adequately in risky situations.

This course will teach you the following contents:
› 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

Methods
› Specialist input and discussions
› Case studies
› Individual, pair and small group work
› Exercises and simulations

Remarks
› To participate in this course, you need weather-appropriate clothing.
› In addition to this course, we recommend the courses »First Aid in Assignments Abroad« and »Dealing with Stress and Trauma«.
› This course is available for accompanying partners.

Competencies
Personal and social competencies

Number of participants
5–15

Languages
English, German

Location
Bonn-Röttgen, Germany

Duration & time
2.5 days
Mon, Tue: 08:30 AM to 05:30 PM
Wed: 08:30 AM to 12:00 noon

* 2 days
Each day: 08:30 AM to 05:30 PM

Course Dates 2019

| JAN   | 28.01.–30.01. | JUL   | 22.07.–24.07. |
| FEB   | 25.02.–27.02. | AUG   | 26.08.–28.08. |
| MAR   | 25.03.–27.03. | SEP   | 23.09.–25.09. |
| APR   | 23.04.–24.04.*| OCT   | 28.10.–29.10.*|
| MAY   | 27.05.–28.05.*| NOV   | 25.11.–27.11. |
| JUN   | 24.06.–26.06. | DEC   | –             |
That was one of the best training courses I ever experienced in my whole life. It was absolutely outstanding methodologically and didactically. The contents were relevant, and they were presented in a modern way. I have already recommended the course to others several times. Professional and practice-oriented.«

PARTICIPANT, DEPARTING FOR TURKEY

»I have already been living in Africa for sixteen years. That has generated an attitude where I see everything as self-evident. The trainers and colleagues made me aware again that the country in which I live is very different from the country I will be moving to. With very different conditions and dangers I have to watch out for. I have let that slide in the last couple of years because the country I live in is very orderly and the word danger is not written in capital letters. My awareness for the topic has increased.«

PARTICIPANT, DEPARTING FOR LIBERIA
Remarks

To take part in this training course, it is necessary for you to be physically fit.

Please bring waterproof, hard-wearing clothing with you (appropriate for the time of year), as well as sturdy shoes.

Days 3 and 4 of the course will take place at an outdoor training facility. Transport to the training facility will be provided.

For this trip, which includes one overnight stay, you will need a small bag for your personal belongings.

Please ensure that you attend this course from beginning to end.

Unfortunately, childcare is not available during this course.

This course is not suitable for pregnant women.

This course is available for accompanying partners.

Participants

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.

Objectives and content

You will learn how to prepare for and respond to dangerous situations. Furthermore, you will realise how to reduce risks to your projects, programmes and partner organisations by displaying appropriate behaviour.

This course offers the following contents:

- Securing your home and property
- Safe conduct when staying at a hotel
- How to behave in critical situations, e.g., at checkpoints and demonstrations/mobs
- Possible courses of action in violent situations, such as robbery, sudden kidnappings, and being held hostage
- 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 and radio communications
- Dealing with stress due to dangerous situations

Methods

- Expert inputs and discussions
- Scenarios and exercises
- Case studies
- Individual, pair and small group work
- Interactive learning station »Blackbox Security«

Duration & time

5 days

Mon, Tue: 08:30 AM to 05:30 PM
Wed: 06:30 AM to 05:30 PM
Thu: 07:30 AM to 08:30 PM
Fri: 08:30 AM to 04:00 PM

Course Dates 2019

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<tr>
<th>Mon, Tue</th>
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<tr>
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Languages

English, German

Location

Bonn-Röttgen, Germany
FACE-TO-FACE (PS-EE)

First Aid in Assignments Abroad

Competencies
Personal and social competencies

Number of participants
5–15

Languages
English, German

Location
Bonn-Röttgen, Germany

Remarks
› This course provides training on first aid measures for life-threatening injuries. It does not cover advice on issues of tropical medicine.
› This course is available for accompanying partners.

Participants
In your role as an expert or manager in the field of international cooperation or as an accompanying partner, you operate in a crisis area or in a region which suffers from poor medical and healthcare provision.

Objectives and content
In the event of an accident or a medical emergency, you want to be able to provide first aid in your partner country.

This course will teach you the following content:
› Making contact with the injured person, checking their vital signs
› First aid in the case of fractures, wounds or serious bleeding
› Transportation of injured people
› First aid equipment in the project context

Methods
› Expert input
› Interactive discussions
› Practical exercises

Duration & time
0.5 day
Wed: 02:00 PM to 06:30 PM

Course Dates 2019

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</table>
FACE-TO-FACE (PS-DS)

Dealing with Stress and Trauma

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

Objectives and content
In this course, you will prepare for possible factors of strain and stress in your country of deployment, and you will learn how to handle people in exceptional circumstances and situations of extraordinary pressure. The course also teaches how to behave appropriately in a post-traumatic society.

This course offers you the following contents:
› 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

Methods
› Specialist input and discussions
› Case studies
› Individual, pair and small group work
› Exercises and role playing

Duration & time
2 days
Wednesday and Thursday or Thursday and Friday
Wed, Thu: 08:30 AM to 05:30 PM
Fri: 08:30 AM to 04:00 PM

Course dates 2019

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Remarks
› If you have already attended the 1-day training course about self and stress management as a member of the GIZ, we recommend you to take this course as a refresher to deepen your knowledge at least 6 months later.
› Contains the offer of practical consultations after departure.
› This course is available for accompanying partners.
»The intensive language course is an important door-opener for our work in Vietnam. It has given us a good basis for continuing to learn autonomously once we arrive there. Working with new learning methods and the accompanying communication of cultural aspects will make our entry phase in the country much easier.«

RONALD UND DAJANA HERMANN
Language and Communication

A high degree of communication competence in one or several foreign languages is an important precondition for successful work in international cooperation. If you can communicate confidently in the foreign language you can more easily foster mutual trust, negotiate joint goals, and master complex situations. Improving your foreign language skills is our particular focus. Our courses offer a variety of options:

› Language courses for initially building or further deepening your foreign language skills, courses that take your existing skills into account and are oriented towards your individual learning needs
› Communication training courses in the thematic areas presenting, facilitating, and negotiating

Trainers
In our trainer pool, we have mother-tongue language teachers from a vast number of countries as well as bilingually and interculturally experienced communication trainers.

Additional offers
› In half-day, language-overarching workshops you can have a close look at the success factors of foreign-language communication and strategies for your continuous learning in your partner country. This is an integrated component of the language courses.

Language Courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTENT</th>
<th>DURATION + LANGUAGE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialised and Task-Based</td>
<td>Special focus on your work context, prior</td>
<td>5-day course in European languages, on request also in</td>
<td>36</td>
</tr>
<tr>
<td>Language Training</td>
<td>knowledge level B1/B2 is a prerequisite</td>
<td>other languages</td>
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</tr>
<tr>
<td>Intensive Language Course</td>
<td>Intensive specific preparation in the</td>
<td>Courses of up to four weeks in European languages and</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>language levels A1 to C1</td>
<td>about 70 other local languages</td>
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</tr>
<tr>
<td>Introduction Course – Local</td>
<td>Local language as an appreciative element</td>
<td>5-day introduction for beginners in more than 70 local</td>
<td>38</td>
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<tr>
<td>Languages</td>
<td>in your dealings with local project partners</td>
<td>languages</td>
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Additional offers
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»Language is a decisive key to access other cultural areas. This course is very important for achieving that and was very valuable!«
PARTICIPANT, DEPARTING FOR TAJIKISTAN

Communication Training Courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PREREQUISITES</th>
<th>DURATION + LANGUAGE</th>
<th>PAGE</th>
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</thead>
<tbody>
<tr>
<td>Effective Facilitation in the International Context</td>
<td>Prior knowledge of the respective language at level B1 (English B2) is a prerequisite</td>
<td>2.5-day training course in English, French, Portuguese or Spanish</td>
<td>39</td>
</tr>
<tr>
<td>Effective Presentation in the International Context</td>
<td>Prior knowledge in the respective language at level B1 (English B2) is a prerequisite</td>
<td>2.5-day training course in English, French, Spanish, Portuguese or Russian</td>
<td>40</td>
</tr>
<tr>
<td>Effective Negotiation in the International Context</td>
<td>Prior knowledge at level B2 is a prerequisite</td>
<td>3-day training course in English</td>
<td>41</td>
</tr>
</tbody>
</table>
Language Level Overview

The designation in the language training courses is based on the language level system of the Common European Framework of Reference for Languages.


Level A1
Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him-/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

Level A2
Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

Level B1
Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics, which are familiar, or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

Level B2
Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Level C1
Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him-/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

Level C2
Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him-/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
Specialised and Task-Based Language Training

Participants
You are working as an expert or manager in the field of international cooperation and you already have a language level of B1 according to the Common European Framework of Reference for Languages.

Objectives and content
In this course, you will enhance or deepen your language skills with a focus on specialised communication and your specific field of work.

The contents of the course are determined in relation to your own individual area of work. Typical topics include economics, education, medicine, the environment, technology, agriculture or consulting; a large variety of other topics are possible.

The course programme includes multilingual workshops on intercultural communication as well as strategies for further learning after departure to the partner country.

Methods
› Language training with native speakers with a focus on practical application
› Simulations and role playing
› Creating presentations, reports and correspondence
› Self-study
› Individual language learning consultations (upon request)

Duration & time
4.5 days
Mon: 08:30 AM to 03:30 PM
Tue, Thu: 08:30 AM to 04:15 PM
Wed: 08:30 AM to 05:30 PM
Fri: 08:30 AM to 12:00 noon

Course Dates 2019

| Jan  | 14.01.–18.01. | 28.01.–01.02. |
| Feb  | 11.02.–15.02. | 25.02.–01.03. |
| Mar  | 11.03.–15.03. | 25.03.–29.03. |
| Apr  | 08.04.–12.04. | 23.04.–26.04.* | 29.04.–02.05.* |
| May  | 13.05.–17.05. | 27.05.–30.05. |
| Jun  | 11.06.–14.06.* | 24.06.–28.06.* |
| Jul  | 08.07.–12.07. | 22.07.–26.07. | 29.07.–02.08. |
| Aug  | 12.08.–16.08. | 26.08.–30.08. |
| Sep  | 09.09.–13.09. | 23.09.–27.09. | 30.09.–03.10. |
| Oct  | 14.10.–18.10. | 28.10.–31.10. |
| Nov  | 11.11.–15.11. | 25.11.–29.11. |
| Dec  | 09.12.–13.12. | — |
FACE-TO-FACE (SK-IS)

Intensive Language Course

Participants
You are an expert or manager in the field of international cooperation or will be accompanying your partner to the country of deployment. We offer this training for all language levels (from without previous knowledge up to level C1 of the Common European Framework of Reference for Languages).

Objectives and content
In this course, you will gain, enhance or deepen your language skills with a particular focus on your assignment in international cooperation.

- 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.
- You will develop your language skills in realistic situations.
- You will reflect on the variety of linguistic conventions in the field of international communication.

The course programme includes multilingual workshops on intercultural communication, dealing with amateur interpreters as well as strategies for further learning after departure to the host country.

Methods
- Discussions, role-playing and communication exercises (adapted to the respective language level)
- Vocabulary and pronunciation training
- Self-study
- Individual language learning consultations (upon request)

Competencies
- Personal and social competencies

Number of participants
1–6

Languages
Modern European languages and up to 70 local languages.

Location
Bonn-Rößgen, Germany

Remarks
- An intensive language course can be booked for the duration of 1 to a maximum of 4 weeks.
- Contains the offer of practical consultations after departure (from language level B1 and upwards).
- This course is available for accompanying partners.

Course Dates 2019

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<th>Month</th>
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</table>

Modern European languages and local languages

Duration 1–4 weeks
Mon, Tue, Thu: 08:30 AM to 03:30 PM
Wed: 08:30 PM to 05:30 PM
Fri: 08:30 AM to 12:00 noon
FACE-TO-FACE (SK-OL)

Introduction Course – Local Languages

Participants
You are an expert or manager in the field of international cooperation or will be accompanying your partner to the country of deployment. You do not have any knowledge of the local language as of yet.

Objectives and content
In this course, you will gain basic knowledge of the local language. This will enable you to find your way around your new location and help you socialise with the cooperation partners more easily.

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

The course programme includes multilingual workshops on intercultural communication as well as strategies for further learning after departure to the host country.

Methods
- Dialogues with a focus on practical application
- Role playing and communication exercises
- Self-study
- Individual language learning consultations (upon request)

Duration & time
4.5 days
Mon, Tue, Thu: 08:30 AM to 03:30 PM
Wed: 08:30 AM to 05:30 PM
Fri: 08:30 AM to 12:00 noon
* 4 days

Languages
More than 70 local languages, from Afrikaans to Zulu.

Location
Bonn-Röttgen, Germany

Remarks
- If you have prior knowledge of the language, please register for the intensive language course.
- This course is available for accompanying partners.

Competencies
Personal and social competencies

Number of participants
1–6

Languages
More than 70 local languages, from Afrikaans to Zulu.

Location
Bonn-Röttgen, Germany

Introduction Course – Local Languages

Remarks
- If you have prior knowledge of the language, please register for the intensive language course.
- This course is available for accompanying partners.
Effective Facilitation in the International Context

Participants
You are working as an expert or manager in the field of international cooperation and you already have a language level of B2 according to the Common European Framework of Reference for Languages.

Objectives and content
You will learn to apply facilitation techniques according to the specific requirements of the circumstances, the target group, and the cultural context. In order to do so, you will acquire a variety of means of expressions in the foreign language.

This course offers you the following contents:
- The task and role of the facilitator
- Rules and processes of facilitation
- Visualisation
- Means of expression for shaping the facilitation process
- Intercultural aspects

Methods
- Training in small groups with a focus on practical application
- Individual and group-based facilitation exercises
- Use of a facilitation tool box
- Video recordings and feedback from the trainer and the group

Competencies
- Personal and social competencies

Number of participants
4–12

Languages
- English, French, Spanish, Portuguese;
- other languages on request

Location
- Bonn-Röttgen, Germany

Remarks
- Contains the offer of practical consultations after departure.

Course Dates 2019

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Duration & time
- 2.5 days
  - Wed: 02.00 PM to 05.30 PM
  - Thu: 08.30 AM to 05.30 PM
  - Fri: 08.30 AM to 04.30 PM
  - *2 days
    - Each day 08.30 AM to 05.30 PM

Duration
- 2.5 days
- *2 days
**Effective Presentation in the International Context**

**Participants**
You are working as an expert or manager in the field of international cooperation and you already have a language level of B2 according to the Common European Framework of Reference for Languages. To book the course in Portuguese or Russian, it is necessary for you to have achieved the language level B1.

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

This course offers you the following contents:
- The structure of a presentation
- Visualisation
- Body language
- Means of expression in the foreign language
- Intercultural aspects

**Methods**
- Sample presentations and check lists
- Discussions
- Self-assessment and reflection using video recordings
- Feedback from the trainer and group

**Competencies**
Personal and social competencies

**Number of participants**
4–6

**Languages**
English, French, Spanish, Portuguese, Russian; other languages may be available on request

**Location**
Bonn-Röttgen, Germany

**Remarks**
Contains the offer of practical consultations after departure.

**Duration & time**
2.5 days
Mon, Tue: 08:30 AM to 05:30 PM
Wed: 08:30 AM to 12:00 noon

2 days
Each day: 08:30 AM to 05:30 PM

**Course Dates 2019**

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FACE-TO-FACE (SK-VK)

Effective Negotiation in the International Context

Participants
You are working as an expert or manager in the field of international cooperation and you already have a language level of B2 according to the Common European Framework of Reference for Languages.

Objectives and content
You will learn about communication techniques and strategies for the purpose of achieving your goals in a culturally appropriate manner or achieving consensus during negotiations at various levels.

This course offers you the following contents:
› Preparing negotiations
› Phases of the negotiation process
› The Harvard method of negotiation
› Means of expressing oneself in the foreign language during the different phases of a negotiation
› Intercultural aspects

Methods
› Simulations
› Case studies
› Critical incidents
› Trainer input
› Discussion
› Video recordings provide the opportunity of self-reflection and deliver helpful feedback from the trainer and group

Course Dates 2019

<table>
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<td>JUN</td>
<td>05.06. – 07.06.</td>
</tr>
<tr>
<td>AUG</td>
<td>07.08. – 09.08.</td>
</tr>
<tr>
<td>OCT</td>
<td>09.10. – 11.10.</td>
</tr>
<tr>
<td>DEC</td>
<td>04.12. – 06.12.</td>
</tr>
</tbody>
</table>

Duration & time

3 days
Wed, Thu: 08:30 AM to 05:30 PM
Fri: 08:30 AM to 04:00 PM

Competencies
Personal and social competencies

Number of participants
4–8

Languages
English

Location
Bonn-Rötegen, Germany

Remarks
› Contains the offer of practical consultations after departure.

Number of participants
4–8

Languages
English

Location
Bonn-Rötegen, Germany

Remarks
› Contains the offer of practical consultations after departure.
»Experts and managers in international cooperation are committed to encouraging change processes in societies and organisations, to promoting them, and to accompanying them. In the courses we learned new instruments that can be particularly useful when cooperating with partner organisations as well as how to integrate already familiar methods into our work context.«

STEFAN KACHELRIESS-MATHESS
Management and Consulting

Management and consulting in international cooperation is all about shaping and accompanying processes in a way that they work out and have a sustainable impact. In particular, this means strengthening partner organisations in their capacity of self-control, using different perspectives and diversity effectively, and working together jointly to develop solutions.

The set development goals can only be achieved by a new kind of cooperation culture and in networks. Our courses offer an opportunity to learn about management and consulting approaches with which you can support your partners in strengthening their organisation, accompany change processes, and actively shape cooperation.

### Course Overview

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTENT</th>
<th>DURATION + LANGUAGE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roles and Competencies in Consulting</td>
<td>Strengthening consulting competency and getting to know the diversity of consulting roles</td>
<td>5-day course in German and English</td>
<td>44</td>
</tr>
<tr>
<td>Project Management in International Cooperation</td>
<td>Broad array of basics, starting from project planning and moving all the way to impact-oriented monitoring</td>
<td>5-day course in German and English</td>
<td>45</td>
</tr>
</tbody>
</table>

**Trainers**

Our trainer pool consists of consultants who accompany various German international development organisations as well as their project partners in project management and in change processes within different sectors and regions, organizational development consultants with many years of experience in developing intercultural teams and organizations, and coaches.
Roles and Competencies in Consulting

Participants
You are an expert or manager in the field of international cooperation and will be working as a consultant.

Objectives and content
You want to improve your consulting skills? In this course, 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.

This course offers you the following contents:
- Analysis of the consulting assignment
- Navigating consulting processes
- Orientation within the variety of roles of the consultant
- Aspects of the consulting assignment: shaping of the client relationship and embedding in the intercultural context
- Self-perception of the consultant

Methods
- Clarification of the assignment – triangle contract
- Appreciative enquiry
- Self- and process-based reflection as well as feedback
- Inspirational questioning techniques
- Reframing and formulating of hypotheses

Duration & time
5 days
- Mon-Thu: 08:30 AM to 05:30 PM
- Fri: 08:30 AM to 04:00 PM
* 4 days
Each day: 08:30 AM to 05:30 PM

Course Dates 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>14.01.–18.01.</td>
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<tr>
<td>FEB</td>
<td>11.02.–15.02.</td>
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<tr>
<td>MAR</td>
<td>11.03.–15.03.</td>
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<tr>
<td>APR</td>
<td>08.04.–12.04.</td>
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<tr>
<td>MAY</td>
<td>13.05.–17.05.</td>
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<tr>
<td>JUN</td>
<td>11.06.–14.06.*</td>
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<tr>
<td>JUL</td>
<td>08.07.–12.07.</td>
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<tr>
<td>AUG</td>
<td>12.08.–16.08.</td>
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<tr>
<td>SEP</td>
<td>09.09.–13.09.</td>
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<td>OCT</td>
<td>14.10.–18.10.</td>
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<td>NOV</td>
<td>11.11.–15.11.</td>
</tr>
<tr>
<td>DEC</td>
<td>09.12.–13.12.</td>
</tr>
</tbody>
</table>

Remarks
- We recommend supplementing this training course with the course »Project Management in International Cooperation.«
- Contains the offer of practical consultations after departure.

Languages
English, German

Location
Bonn-Röttgen, Germany
Project Management in International Cooperation

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

Objectives and content
You will get to know different concepts, processes and instruments of integrated project management as well as current trends, such as agile project management.

Contents of the course:
› The 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 volatility, uncertainty, complexity and ambiguity (VUCA)

Methods
› Brief presentations
› Practising the use of relevant tools
› Role playing, sociogram
› Discussion and reflection
› Journaling, action plan

Remarks
› We recommend supplementing this training course with the course »Roles and Competencies in Consulting«.
› Contains the offer of practical consultations after departure.

Course Dates 2019

<table>
<thead>
<tr>
<th></th>
<th>APR</th>
<th>JUL</th>
<th>OCT</th>
</tr>
</thead>
</table>

Duration & time
5 days
Mon–Thu: 08:30 AM to 05:30 PM
Fri: 08:30 AM to 04:00 PM
* 4 days
Each day: 08:30 PM to 05:30 PM

Competencies
Management Competencies

Number of participants
5–18

Languages
English, German

Location
Bonn-Röttgen, Germany
I enjoyed the discussion opportunities, ... the fact that not only theory was reeled off. The contents were communicated in a well-illustrated way; they were discussed and always framed in a practical context. A lot of group work, a lot of exchange, so that it was easy to embed the knowledge deeply. A lot of content which we were able to cover well during the several days of the course.

PARTICIPANT, DEPARTING FOR AFGHANISTAN
»Attractive visualisations, nice diagrams, good entry and overview of various phases, and the systemic loop was again a topic. Here too, where I am in a consultancy role, organizational development is an issue and the course very much helped me gain a better understanding, of course also giving me concrete tools that I can use in my everyday work. Was fun.«

PARTICIPANT, DEPARTING FOR CAMBODIA
»The digital world offers enormous opportunities to do things better in international cooperation. The course showed us how to utilise these digitalisation opportunities and how we can apply them in our everyday work.«

ALEXANDER RIEPER
Digital Competence

Digital transformation is leading to fundamental changes worldwide. While this includes opportunities and unforeseen possibilities, it simultaneously also presents great risks – especially for international cooperation.

Digitalisation can be a decisive development driver and can help us achieve international development goals more quickly, more efficiently, and more cost-effectively. At the same time, digitalisation encompasses new challenges – with respect to data protection, access to hardware and the Internet, and the required know-how.

Our course offers in the thematic area »Digital Competence« support you in becoming aware of the opportunities and challenges of digital transformation for your project. You will learn how to use information and communication technology safely and efficiently as well as how to apply it effectively in your work context.

Course Overview

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTENT</th>
<th>DURATION + LANGUAGE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Effectively with Digital Competencies</td>
<td>From IT and data protection to applying digital solutions</td>
<td>2.5-day course in German and English</td>
<td>50</td>
</tr>
<tr>
<td>Digital Security</td>
<td>Acting safely in the digital world as well as protecting own and other data</td>
<td>Three webinars and self-study over a two-week period (in German and English)</td>
<td>51</td>
</tr>
</tbody>
</table>

»It was really astonishing how the trainer managed to include all participants despite their very diverse pre-existing knowledge and that we were all able to take away a lot.«

PARTICIPANT

»Trying out new tools I hadn’t previously known motivated me to try out even more things in my new job and not only stick to well-known things.«

PARTICIPANT

Trainers
Our trainer pool consists of communication specialists and social scientists as well as IT experts.
FACE-TO-FACE (LI-DC)

**Working Effectively with Digital Competencies**

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

**Objectives and content**
You make competent use of digital technologies and are able to use information and communication technologies in your project work in a safe, efficient, and effective manner.

In this course, you will learn
* how to use information and communication technologies in a safe way.
* the relevance of IT and data security.
* how to make effective use of digital tools – particularly »Free and Open Source« – in the context of your work.
* how to implement digital solutions in the context of your project and partner country in a successful way.

**Methods**
* Specialist input and discussions
* Case studies and exercises
* Advice regarding further learning in the virtual world after the course

### Competencies
- **Personal and Social Competencies**

### Number of Participants
4–9

### Languages
English, German

### Location
Bonn-Röttgen, Germany

### Remarks
* We recommend to combine this course with the course »Digital Security«.
* This course is available for accompanying partners.
* Contains the offer of practical consultations after departure.

### Duration & time
- **2.5 days**
  - Wed: 02:00 PM to 05:30 PM
  - Thu: 08:30 AM to 05:30 PM
  - Fri: 08:30 AM to 04:00 PM

### Course Dates 2019
- **APR**
  - 03.04.–05.04.
- **JUL**
  - 03.07.–05.07.
- **OCT**
  - 09.10.–11.10.
- **DEC**
  - 04.12.–06.12.
Digital Security

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

Objectives and content
You confidently navigate the digital world and can protect your data and that of third parties.

This course will teach you,
› why digital security and information security are particularly important in the world of international cooperation,
› how you can recognise the specific digital risks that arise in the context of your work and life and how you can counteract them,
› the tools and methods with which you can increase your digital security,
› how to remain up-to-date on the topic of digital security following the end of your training.

Methods
› Tutored webinars with specialist inputs, online discussions and case studies
› Exercises and periods of self-guided learning between the webinars

Duration & time
3 webinars, 120 minutes each, over a 2 week time frame. You will be informed about the precise times of the webinars before starting your training. Please plan for approximately 18 hours of self-study between the webinars.

Remarks
› We recommend to combine this course with the course »Working Effectively with Digital Competencies«.
› We recommend to attend this course while on the project as an extra-occupational offer.
› This course is available for accompanying partners.
› Contains the offer of practical consultations after departure.
»The contents of the course had many exciting aspects, but the best thing was the great exchange culture within the whole group. The feeling that one is not alone in the situation and that the trainers addressed personal fears or concerns is a great help.«

SEBASTIAN FELDMANN
Partner and Family

More than half of the assignments abroad that end prematurely are terminated because the accompanying partner (MAP) was not actively included in the deployment process. The dissatisfaction is attributed to the fact that he or she was not able to cope with the intercultural challenges or was not able to pursue occupational work in the mission country.

The compatibility of assignments abroad and partnership and/or family is an important issue for us. This is why we seek to prepare you as an accompanying person as best as possible for your stay abroad. We support you in reflecting your role, defining your own goals, and developing a realistic view of the future. In addition, you can participate in all departure preparation courses, with the exception of the courses in the thematic area »Management and Consulting« as well as the specialist language training and the communication workshops.

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

During preparation, your kids enjoy our professional childcare and are in good hands.

Course Overview

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTENT</th>
<th>DURATION + LANGUAGE</th>
</tr>
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<tbody>
<tr>
<td>Accompanying Partner and Family (AP)</td>
<td>Holistic view on personal development, partnership, and family</td>
<td>5-day course in German, possibility of integrating English-speaking individuals</td>
</tr>
</tbody>
</table>

> "This AP course is perhaps ridiculed a little and not really taken seriously, but I feel that it is a very important aspect of preparation. Not only the professional preparation is important, but also understanding what it means to go out there as a family or as a partner.«

PARTICIPANT
Partner and Family

Objectives and content
You are about to embark on a deployment abroad with your partner or your family and you want to prepare for your stay thoroughly. You will reflect on the ensuing challenges and opportunities as well as incorporate your own personal and professional development in your planning.

This course will support you with
- preparing ideally for the process of arrival in your host country as a couple or a family.
- reflecting on your personal role in terms of your relationship with your partner and/or family.
- addressing your personal and/or professional goals, planning them realistically and implementing them successfully.
- attributing the proper value to self-reliance in difficult situations.
- preparing for your return or a second deployment in another country in time.

Methods
- Keynote speeches
- Experience-based discussions
- Role playing, practical simulations, case studies
- Motivation for self-study

To prepare, we recommend the following video clip:
https://youtu.be/OIfwnWBb6hY

Remarks
- Additional learning tutors enable to focus on individual interests in depth.
- Contains the offer of practical consultations after departure.

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

Languages
- German
- English-speaking participants can be integrated.

Location
Bonn-Röttgen, Germany

Duration & time
5 days
Mon–Thu: 08:30 AM to 05:30 PM
Fri: 08:30 AM to 04:00 PM

Course Dates 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Days</th>
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<tbody>
<tr>
<td>JAN</td>
<td>21.01.–25.01.</td>
<td>Mon–Fri</td>
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<td>DEC</td>
<td>16.12.–20.12.</td>
<td>Mon–Fri</td>
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</tbody>
</table>
»It was really cool with two trainers because that enabled us to split the group according to the participants’ interests: departing with and without kids.«

PARTICIPANT
»Although I already have experience in international cooperation, the course gave me a good update, content-wise, on current trends and important topics. Particularly useful was the personal exchange within the group. This complements the knowledge conveyed by way of valuable practical experiences.«

Noemi Hendrich
Nowadays, the Internet offers more and more opportunities for global networking. Figures and facts on development policy can be accessed globally. But complexity is also growing and does not reveal itself intuitively. Starting from the internationally agreed goals of sustainable development, we have a good look at German contributions as well as looking at other actors such as the European Union, multinational actors, regional networks, and national partners.

We have extensive material available for you in terms of self-study and support you in gaining information. You will learn to understand your own contribution in the context of international targets and the expectations of partner countries as well as various civil society, state, and multilateral actors.

»What I remember particularly about this course was that we, first of all, got an overview of development policy: From its beginnings to developments in the past few years and today’s settings. We also looked at the methodology of the impact matrix and impact chains. Overall a very holistically designed course and very professional.«

PARTICIPANT, DEPARTING TO SUBSAHARA AFRICA
Additional offers

The »Dialogue in the Evening« is an open event on current and development policy topics. Five times a year you have the opportunity of entering into an exchange with catalyst speakers and guests in a relaxed atmosphere.

Dates 2019
»Dialogue in the Evening«
› 12th March
› 14th May
› 09th July
› 10th September
› 12th November
Development Policy

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

Objectives and content
You will be able to define your work in the context of the current discussions and trends surrounding international cooperation. You will be able to better understand the political interests of contractors and project partners and to represent them in terms of the specific context. You will learn how to differentiate between civil society, governmental and personal viewpoints on a gender-specific basis.

In this course, you will address the following contents:
› The focal points and stakeholders in the field of German development cooperation
› Your personal role and work in the context of international agreements and the Agenda 2030
› International and regional organisations and their importance in the field of cooperation
› Evaluating the success of development processes
› Interests and interest groups in the partner countries

Methods
The trainers will take the context of your project and work as the basis for studying individual topics in depth. Discussions, presentations, and exercises will be used accordingly. Depending on the group situation, role play and group work will be utilised as well.

Course Dates 2019

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
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<td>02.05.–03.05.*</td>
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Duration & time
2.5 days
Wed, Thu: 08:30 AM to 05:30 PM
Fri: 08:30 AM to 12:00 noon
*2 days
Wed, Thu: 08:30 AM to 05:30 PM or Thu, Fri: 08:30 AM to 05:30 PM

Languages
English, German

Location
Bonn-Röttgen, Germany

Remarks
› This course is available for accompanying partners.
»Tutored learning is a great option, particularly for people with many years of professional experience. Learning guides help you to find the information you need in the current literature quickly. This is a big time-saver, keeps you up to date, and effectively helps you go deeper into existing knowledge.«

SHARON KASSAHUN
Tutored Learning

Nowadays, information can be accessed more easily and in greater amounts than ever before. The challenge is no longer about finding information; it is now all about filtering out relevant and qualitatively excellent information from the existing enormous volume of data.

With our »Tutored Learning« format you have the possibility of working on your individual questions and topics. Via sophisticated research, we provide you with information relevant for your learning goal and help you evaluate and process it. In this way, you can quickly and efficiently explore a topic you selected. On top of that, you develop learning strategies with which you will also be able to master upcoming challenges.

Course Overview

<table>
<thead>
<tr>
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<th>PAGE</th>
</tr>
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<tbody>
<tr>
<td>Tutored Learning</td>
<td>Familiarisation with or deepening understanding of a topic you select</td>
<td>2-3-day service in German, English, or Spanish</td>
<td>62</td>
</tr>
</tbody>
</table>

Trainers

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

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

Objectives and content
You will familiarise yourself with a topic of your choice or strengthen your knowledge of specific fields in an individual and efficient way.

In this course
› you will develop a freely chosen topic with the support of a learning tutor.
› you will receive a media package which is customised to your specific topic.
› you will determine your own learning objectives and analyse specific learning techniques and strategies together with your tutor.
› you will plan how to continue learning after the end of the course, following the evaluation of the learning process.

Methods
› Self-guided learning with the support of a learning tutor
› Detailed research by the tutor
› Individual advice on the learning materials
› Individual learning consultations

Course Dates 2019
› on demand

Duration & time
2 to 3 days
The exact times will be discussed before starting the course.
”For me personally this service was very useful. I really had the time to enter into the topic. There is a library full of information with many possibilities to prepare oneself.”

PARTICIPANT, DEPARTING TO EUROPE/CENTRAL ASIA
Terms and Conditions

You have two options to participate in the departure preparation:

› free participation, through funding by the German Federal Ministry for Economic Cooperation and Development (BMZ)
› self-financed participation

BMZ-financed 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 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 List¹,
  – involved in an activity in the framework of German development cooperation.
› Accompanying partners 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.

Eligible Institutions

› Federal departments – in particular, BMZ and the Federal Foreign Office (AA) – and their subordinate bodies
› Implementing organizations of German development cooperation: German Reconstruction Credit Institute (KfW), The National Metrology Institute of Germany (PTB), German Federal Institute for Geosciences and Natural Resources (BGR), Gesellschaft für Internationale Zusammenarbeit (GIZ) as well as the consulting firms commissioned by KfW or GIZ
› Recognized development services
› Political foundations
› Non-governmental organisations and universities (if recipients of BMZ or working on behalf of BMZ-funded projects)

Time Period and Duration

› Participation in a course can commence prior to your departure and up to 12 months after departure through the »catch-up preparation« option.
› The BMZ-funded departure preparation encompasses a maximum of four weeks of training as well as an additional maximum of four weeks of language course.
› Further participation is possible, however has to be self-financed.
› The right to participate is renewed with every additional new posting.

¹ 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)
Self-financed Participation

Eligible Individuals
The courses listed in this brochure are available for all interested parties. In addition to the course fees, costs for accommodation and meals will incur.

- You can find more information on our website at www.giz.de/academy or from our Customer Service Centre.

Cancellation Regulation with BMZ-funded Participation

- In case of a cancellation, the Academy will only send an invoice to the deploying party if the Academy endures costs through a short-term cancellation (starting five calendar days before the course starts) 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 service provider and, if applicable, the reimbursement of travel costs.
- For cancellations due to illness no fees will be charged.

Regulation

- The registration for BMZ-funded course participation is to take place through the staff offices of the deploying organisations.
- The registration deadline is twenty days prior to the start of the first course.
- To ensure adequate childcare (especially for children under one year old), an early registration is required.

Ulrike Wölfle in the AIZ is your contact person and is available via:
T +49 (0)228 4460 2020
E schlüsselqualifikation@giz.de

We are happy to help.
AIZ Customer Service
T + 49(0)228 4460 3333
E aiz-kundenservice@giz.de
## Preparation for Assignments abroad
### Schedule 2019

**Weeks reduced based on German Public Holidays:**
- 19.04. Good Friday
- 22.04. Easter Monday
- 01.05. Labour Day
- 30.05. Ascension Day
- 10.06. Whit Monday
- 20.06. Corpus Christi
- 03.10. Day of German Unity
- 01.11. All Saints’ Day

<table>
<thead>
<tr>
<th>COURSE</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intercultural Competency and Diversity – Advanced Course</td>
<td>01.–02.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country Analysis</td>
<td>09.–11.</td>
<td>06.–08.</td>
<td>06.–08.</td>
<td>03.–05.</td>
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<tr>
<td>Effective Negotiation in the International Context</td>
<td>06.–08.</td>
<td></td>
<td></td>
<td>03.–05.</td>
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<tr>
<td>Working Effectively with Digital Competencies</td>
<td></td>
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<td>Safety and Security Training</td>
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<tr>
<td>Roles and Competencies in Consulting</td>
<td>14.–18.</td>
<td>11.–15.</td>
<td>11.–15.</td>
<td>08.–12.</td>
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<td>Intensive Language Course</td>
<td>starts 14.</td>
<td>starts 11.</td>
<td>starts 11.</td>
<td>starts 08.</td>
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<tr>
<td>Introduction Course – Local Languages</td>
<td>14.–18.</td>
<td>11.–15.</td>
<td>11.–15.</td>
<td>08.–12.</td>
</tr>
<tr>
<td>Specialised and Task–based Language Training</td>
<td>14.–18.</td>
<td>11.–15.</td>
<td>11.–15.</td>
<td>08.–12.</td>
</tr>
<tr>
<td>Digital Security*</td>
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<tr>
<td>Country Analysis</td>
<td>21.–23.</td>
<td>18.–20.</td>
<td>18.–20.</td>
<td>15.–16.</td>
</tr>
<tr>
<td>Accompanying Partners and Family</td>
<td>21.–25.</td>
<td>18.–22.</td>
<td>18.–22.</td>
<td>15.–18.</td>
</tr>
<tr>
<td>First Aid in Assignments Abroad</td>
<td>30.</td>
<td>27.</td>
<td>27.</td>
<td>–</td>
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<td>Dealing with Stress and Trauma</td>
<td>31.01.–01.02.</td>
<td>28.02.–01.03.</td>
<td>28.–29.</td>
<td>25.–26.</td>
</tr>
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<td>Safety and Security Training</td>
<td>28.01.–01.02.</td>
<td>25.02.–01.03.</td>
<td>25.–29.</td>
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</tr>
<tr>
<td>Project Management in International Cooperation</td>
<td></td>
<td></td>
<td></td>
<td>23.–26.</td>
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<td>Introduction Course – Local Languages</td>
<td>28.01.–01.02.</td>
<td>25.02.–01.03.</td>
<td>25.–29.</td>
<td>23.–26.</td>
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<td>28.01.–01.02.</td>
<td>25.02.–01.03.</td>
<td>25.–29.</td>
<td>23.–26.</td>
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<td>Effective Facilitation in the International Context</td>
<td>30.01.–01.02.</td>
<td>27.02.–01.03.</td>
<td>27.–29.</td>
<td>25.–26.</td>
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<td>Introduction Course – Local Languages</td>
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<td>29.04.–02.05.</td>
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<td>Development Policy</td>
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<td>02.05.–03.05.</td>
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**WEEK 1**

**WEEK 2**

**WEEK 3**

**WEEK 4**

**WEEK 5**
<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
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<tbody>
<tr>
<td>08.–10.</td>
<td>05.–07.</td>
<td>03.–05.</td>
<td>07.–09.</td>
<td>04.–06.</td>
<td>09.–11.</td>
<td>06.–08.</td>
<td>04.–06.</td>
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<td>05.–07.</td>
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* Starts 13. |

* Starts 09. |

* Starts 11. |

| Courses explicitly in English |
| Course upon request in English or other languages |
| Course can integrate English speakers |

* Combination of tutored webinars and self-study units
Facts and Figures on the Academy

The AIZ is the GIZ’s Corporate Academy. Its services strengthen experts and managers in international development and are oriented on current trends.

More than 300 different offers in 5 languages

More than 11,000 participants every year in Germany and abroad.

Needs-based offers for project partners: The Academy supports GIZ projects worldwide via competency development and learning processes for and with partners.
Knowledge – skills – behaviour: Besides specialist knowledge, it is also important how people with different perspectives and backgrounds can successfully work towards common goals.

FURTHER LEARNING:
› in Germany
› at our regional training hubs in Bangkok, Addis Abeba, Bogotá and Dakar
› irrespective of location using our virtual learning offers at any place on this planet
› more on the AIZ: [www.giz.de/academy](http://www.giz.de/academy)

Knowledge and experience of 700 trainers

Practice-oriented face-to-face and online formats for GIZ staff in Germany and abroad as well as for external customers.
How to Find Us

The courses for departure preparation take place at our training location in Bonn-Roettgen. We recommend using public transport for your journey.

Arrival by public transport:

Arrival from Frankfurt/Main Airport: After arrival at Frankfurt Airport take an IC/ICE train to Bonn Central Station (Hauptbahnhof) or the ICE train to Siegburg/Bonn station.

Arrival from ICE train station Siegburg/Bonn: After arriving at ICE train station Siegburg/Bonn, take the Tramline 66 towards Bad Honnef or Ramersdorf and get off at Bonn Central Station (Hauptbahnhof). Weekdays, the tram departs every 10 minutes, on weekends every 30 minutes. Travel time is about 25 minutes.

Arrival from Cologne Central Station (Hauptbahnhof Köln): From Cologne Central Station, you can either take an IC/ICE train, the RE 5 train towards Koblenz, the MRB towards Mainz or the RB train towards Bonn-Mehlem; in all cases, get off at Bonn Central Station (Hauptbahnhof).

Arrival from Cologne/Bonn Airport: Coming from Cologne/Bonn Airport, you can take the Airport Express Bus SB 60 (Flughafen-zubringer) to Bonn Central Station (Hauptbahnhof). The bus leaves every 30 minutes and travel time is about 30 minutes.

Continuing from Bonn Central Station (Hauptbahnhof) to Bonn-Roettgen: The bus line 603 to Bonn-Roettgen leaves every 20 minutes and departs Bonn Central Station (Hauptbahnhof) from bus platform A1. The night bus N 5 departs every hour. Travel time is about 20 minutes to your get-off stop Roettgen-Schlossplatz. From there it is a two-minute walk.
Arrival by car:

From Cologne:
Take the A 555 towards Bonn. Exit the ramp to A 565 towards Altenahr/Koblenz and then take the exit Bonn-Hardtberg/Roettgen/Euskirchen after 6 kilometres. Follow the signs towards Roettgen. In Roettgen, stay on Reichsstrasse and then turn left onto In der Wehrhecke.

From Koblenz/Meckenheim:
Take the A 565 to the exit Merl/Meckenheim/Bonn-Bad Godesberg/Wachtberg and turn left towards Meckenheim/Rheinbach. Then, follow the signs to the A 565 towards Bonn. Stay on Reichsstrasse, and once you are in Bonn-Roettgen, turn right onto In der Wehrhecke.

From Bonn Central Station (Hauptbahnhof) or downtown Bonn:
From Bonn Central Station (Hauptbahnhof), drive along Herwarthstrasse which turns into Endenicherstrasse; at the roundabout, take the first exit onto the B 56. After 1.5 km, turn left onto Provinzialstrasse, which later on becomes Reichsstrasse. After about 5 km, turn left onto In der Wehrhecke.

Parking options:
- Am Schlossplatz (short-term parking)
- On the Academy’s premises (underground garage, limited capacity)
- Forest car park (Rulandsweg, 950 meters away)
Campus Kottenforst

Our modern training centre in Bonn-Roettgen not only offers ideal learning conditions but everything else as well: Directly on the premises there are modern guest rooms and a restaurant, at which you can get diverse meals from across the world with full board. At our lobby bar with a comfortable lounge area and a fireplace, you can easily exchange ideas with other participants during the evening. And as soon as the sun emerges, there are numerous terraces and courtyards inviting you to linger.

For families with children, the campus has spacious apartments as well as a child day-care centre with a playground where our educators take care of your kids during your course hours. And should you need something urgently: You can get all basic necessities in Roettgen in short walking distance from the campus.

In addition, various sports and leisure activities are at your disposal on the premises and in the outside area of the campus, such as a table tennis table, a fitness room or a bowling alley. In close proximity, the Nature Reserve Kottenforst offers numerous excursion options on foot, by bike or on inline skates.

If you are more attracted to the downtown area, you can go to the centre of Bonn by bus with only a short travelling distance. There you will find further options for leisure activities: Check out the ‘Museum Mile’ (Museumsmile), go for a walk in the Siebengebirge (area of seven hill peaks) or take a boat cruise on the Rhine river.

We look forward to welcoming you at our new location!
Information at a Glance

OPENING HOURS HOUSE 1

Always open

OPENING HOURS HOUSE 2

Mon–Fri 7 AM–11 PM
Sat closed
Sun 2 PM–11 PM

SERVICE HOUSE 2

01 MIA INFOPOINT
Service hours
Mon–Thurs 8 AM–3 PM
Fri 8 AM–1 PM
All media are available during the opening hours of House 2 and can be borrowed.

02 LOCKERS*

03 NETWORKING WALL*
»Language Balloon«, »Time Station«, »Blackbox Safety« and »Door to Self«
* access during opening hours of House 2.

04 LEARNING STATIONS*

MOBILE ON CAMPUS

05 DEPARTURE SHUTTLE
from/to campus to respective hotels

06 BICYCLE RENTAL
Open Mon 5:30 PM–6:30 PM & on request Wed 12:30 PM–1 PM
Return during business hours of Bike Partners Bonn-Roettgen, deposit 50€, Service charge 15–40€.

CULINARY SERVICES

07 RESTAURANT
BREAKFAST
Mon–Fri 6:30 AM–8:15 AM
Sat, Sun, holiday 8 AM–10 AM
LUNCH
Mon–Fri 12 noon–1:30 PM
Sat, Sun, holiday 12:30 PM–1:30 PM
DINNER
Mon–Thurs 6 PM–7:30 PM
Fri–Sun, holiday 05:30 PM–6:30 PM

08 LOBBY BAR
Mon–Thurs 8 PM–10 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 SPORTS ROOM
With table tennis table, constantly accessible

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

14 TABLETOP FOOTBALL
Constantly accessible

15 TABLE TENNIS TABLE
Constantly accessible on the Campus

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

17 BILLIARD TABLE
Constantly accessible
Digital Preparation for Departure
Use our virtual services in Preparing – Networking – Accompanying.

MIA PORTAL
You will find more than 35,000 media items on the AIZ’s further learning topics whereby the items are distributed throughout the building. The MIA Portal enables you to do online research across the whole spectrum of items available at the Media and Information Centre.

> mia.giz.de

LIPortal
The Country Information Portal (LIPortal) gives you comprehensive information on more than 80 countries. The country information pages cover a broad spectrum of topics and are continuously updated by country experts.

> liportal.de

SQ PORTAL
When registering for your course programme, you can also access the »SQ Portal «: A community of people who are either nearly ready for departure to their mission country or already abroad. The SQ Portal gives you a space to network, to get information, and to do further studying – prior, during, and after your preparation for departure.

> sq-portal.de