MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

NGO Management and Policy Development

NGO Human Resource Policy Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2735	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills presents the NGO Human Resource Policy Management short course, designed to equip professionals working in non-governmental organizations (NGOs) with the essential knowledge and skills needed to effectively manage human resources within the unique context of the NGO sector.

Participants will gain insights into developing, implementing, and maintaining HR policies that align with the mission, values, and objectives of their respective organizations. The course, delivered by industry experts, covers key aspects of HR management, fostering a comprehensive understanding of the challenges and best practices specific to NGOs.

Course Outcomes

Upon completion of the course, participants will be able to:

1. Understand the importance of HR policies within the NGO sector.
2. Develop and implement effective HR policies tailored to the needs of NGOs.
3. Manage and resolve HR challenges and conflicts within an NGO setting.
4. Foster a positive organizational culture that aligns with the NGO's mission and values.
5. Ensure compliance with legal and ethical standards in HR practices within NGOs.

Course Outline / Curriculum

Module 1: Introduction to NGO Human Resource Management

- Overview of the NGO sector
- Importance of HR management in NGOs
- Unique HR challenges faced by NGOs

Module 2: Developing HR Policies for NGOs

- Identifying organizational values and mission alignment
- Crafting inclusive and diverse HR policies
- Case studies and best practices in NGO HR policy development

Module 3: Implementing HR Policies in NGOs

- Strategies for effective policy communication
- Training and capacity building for policy adherence
- Monitoring and evaluation of HR policy implementation

Module 4: Managing HR Challenges in NGOs

- Conflict resolution within an NGO context
- Addressing diversity and inclusion issues
- Balancing employee well-being with organizational goals

Module 5: Cultivating Positive Organizational Culture

- Defining and fostering organizational culture
- Employee engagement and motivation in NGOs
- Building a values-driven workplace

Module 6: Legal and Ethical Considerations in NGO HR

- Understanding legal frameworks for NGOs
- Ensuring ethical HR practices
- Navigating international and local regulations

Delivery Format: The course will be delivered through a combination of lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to engage with industry experts and network with fellow professionals in the NGO sector.

Certification: Upon successful completion of the course, participants will receive a certification from Magna Skills in NGO Human Resource Policy Management.

Target Audience

HR Managers and Practitioners; Administrators; Experienced Managers who are new to HR or pursuing a career change; Project Managers; Heads of Mission; Executive Directors of smaller NGOs

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	NGO Human Resource Policy Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____