



Certificate of Advanced Studies

Modern Management for Non Profit Organizations

Intensive training
2 weeks in June and 2 weeks in September 2010

Faculty of Economics and Social Sciences, University of Geneva

HEC
GENÈVE



**UNIVERSITÉ
DE GENÈVE**



Directors

- **Prof. Thomas STRAUB**, School of Business Administration Fribourg and University of Geneva
- **Prof. Bernard MORARD**, Dean, Faculty of Economic and Social Sciences, University of Geneva

Scientific Committee

- **Roger BLANC**, Director of the Diploma *Gestion et management dans les organismes sans but lucratif*, University of Geneva
- **Jean-Etienne BRODIER**, Senior Officer, Organizational Development, International Federation of Red Cross and Red Crescent Societies (IFRC), Geneva
- **Frédéric VALLAT**, Chief Financial Officer, Médecins Sans Frontières Switzerland (MSF), Geneva

Coordinator

Mylène BLANC, University of Geneva



Intensive training for Non Profit Organization executives to optimize capacities of management under complex conditions

Non Profit Organizations, especially Voluntary and Non Governmental Organizations (NGO), are under rising pressure to best allocate and manage their limited resources in central offices and on the field. An effective and common management approach in complex situations is thus crucial.

This Certificate, in English, based on intensive training, allows participants to collaborate in the program, to perform their practices with well known professors and experts and to create a professional network.

The success of the Diploma **Gestion et management dans les organismes sans but lucratif** (Managing NPO) at the University of Geneva (<http://osbl.unige.ch/>) helped to identify the need of NPOs and to develop an adapted answer for current executives.

Audience

Manager from Central Offices of Non Profit Organizations, Program Manager, Project Manager, Field Manager

Objective

Improve specific skills and competencies for managing Non Profit Organizations, projects or programs under complex conditions and with limited resources.

Competences acquired

- Gain methodological, conceptual and organizational skills on NPO management.
- Master communication tools at internal and external level according to different situations.
- Precise project/program management and administrative skills.
- Improve ability to collaborate with multiple stakeholders.
- Enlarge knowledge of different methods and tools on NPO management in a dynamic context.
- Develop vision and identify key strategic issues, opportunities and risks for Organizational Development.
- Enhance ability to work under pressure and analyze problem solving.
- Build up personal and social competences thanks to the exchanges with professionals from different Non Profit Organizations.

Teaching method

Taught fully in English, the Certificate is highly participatory and collaborative. The program is a mix of well chosen courses with case studies, exchanges and discussions. It is taught in an intercultural context with professionals from different NPO branches. This supports the achievement of the programs objectives. Students' assessments emphasize either on individual work or on inter-disciplinary group work.

Evaluation

Evaluation criteria are defined independently for each course and follow the usual University standards. In order to obtain the Certificate, all modules must be successfully completed. To complete one module, students must attend each course, hand in all assignment and write all exams. Each module ends with an exam (individual or group work).

The grading system goes from 0 (fail) to 6 (excellent). An overall average of 4.0/6.0 must be achieved for each module, and not more than one module between 3.0/6.0 and 4.0/6.0 will be accepted. One grade lower than 3.0/6.0 will automatically disqualify a student from obtaining the Certificate.

Program

Module 1 **Understanding successful Non Profit Organizations**

What are the new challenges and characteristics of strong NPO?

June 21st, 22nd, 23rd, 24th

Module 2 **Communication and promotion**

How to communicate and to promote internally and externally projects and programs, products and services?

June 26th, 28th, 29th, 30th

Module 3 **Strategic management**

What are the important trends in the environment of a NPO? How to best manage the different strategic options, alone or within partnerships?

July 2nd, 3rd, 5th, 6th

Module 4 **Knowledge management**

How to actively optimize the creation, the transfer and the sharing of knowledge and information?

August 25th, 26th, 27th, 28th

Module 5 **Financial management and accountability**

How to structure and to control effectively the budget of a NPO?

August 30th, 31st, September 1st, 2nd

Module 6 **Leadership**

How to mobilize and lead members, volunteers and collaborators?

September 4th, 6th, 7th, 8th

Diploma awarded

The Certificate of Advanced Studies in **Modern Management for Non Profit Organizations** will be awarded by the Faculty of Economics and Social Sciences of the University of Geneva after successfully completing 6 modules, for a total of 18 ECTS credits.

Practical information

Application

For registration, please complete and sign the application form (download: <http://npo.unige.ch/>) and send it with a Curriculum Vitae, a copy of identification card and a letter of interest to :

Mylène BLANC
University of Geneva – Uni-Mail
Boulevard du Pont d'Arve 40 – CH-1211 Geneva/Switzerland
Mail: mylene.blanc@unige.ch
Fax: +41 22 379 81 04

Deadline

Registration deadline is **May 15th 2010**. After this deadline, application will be considered according to remaining availability.

Fees

- CHF 6'900.- for the Certificate
- CHF 1'500.- for individual module

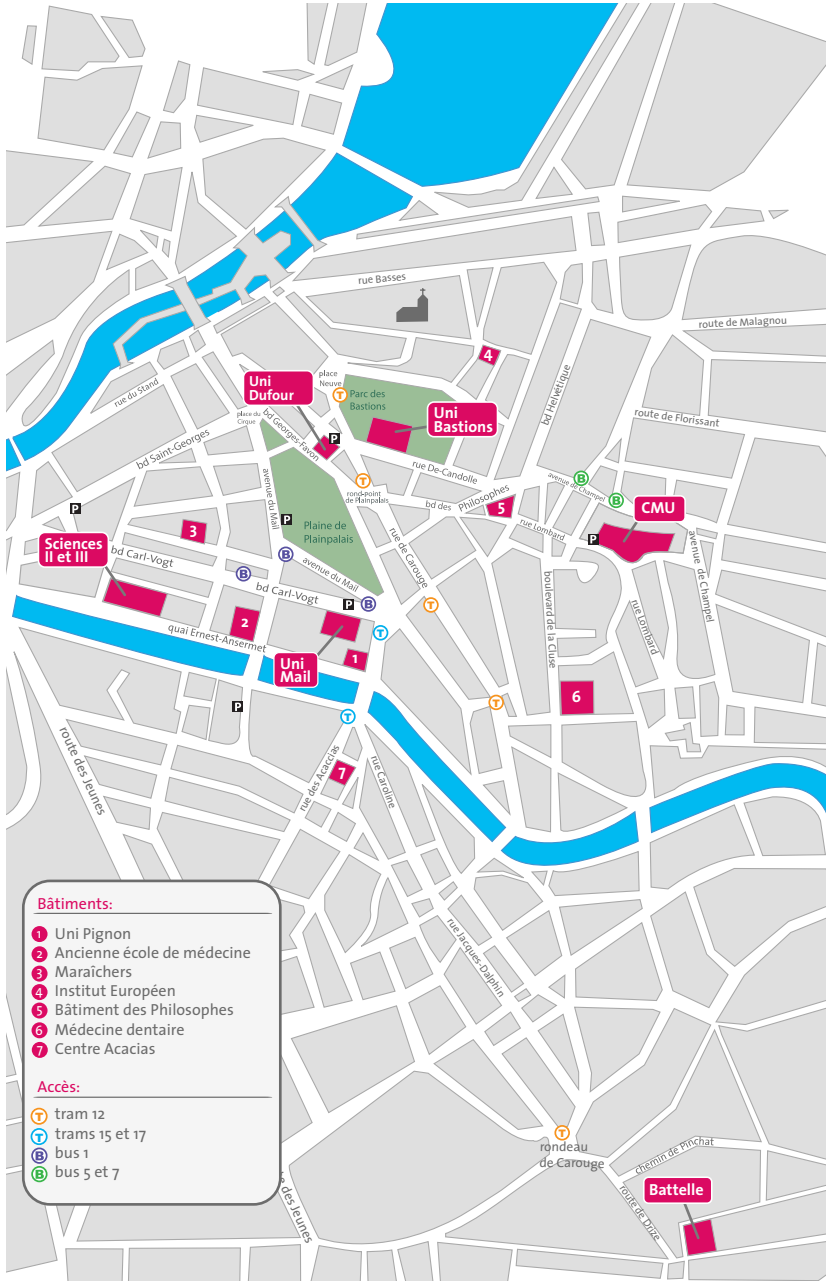
Location

University of Geneva – Uni-Mail
Boulevard du Pont d'Arve 40 – CH-1211 Geneva/Switzerland

Further information

npo@unige.ch

<http://npo.unige.ch>



Bâtiments:

- 1 Uni Pignon
- 2 Ancienne école de médecine
- 3 Maraîchers
- 4 Institut Européen
- 5 Bâtiment des Philosophes
- 6 Médecine dentaire
- 7 Centre Acacias

Accès:

- T tram 12
- T trams 15 et 17
- B bus 1
- B bus 5 et 7

Battelle



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FORMATION CONTINUE

Université de Genève
CH-1211 Genève 4
Tél: +41 (0)22 379 78 33
Fax: +41 (0)22 379 78 30
info-formcont@unige.ch

www.unige.ch/formcont

Certificate of Advanced Studies Modern Management for Non Profit Organizations



UNIVERSITÉ
DE GENÈVE

June and September 2010

Please return this application form (2 pages) until May 15th 2010 for the CAS or one month before the beginning of the module to:

Mylène BLANC
HEC – Uni Mail
Université de Genève – 1211 Genève 4
or by fax: +41 (0)22 379 81 04
You can also register on-line: <http://npo.unige.ch>

After the deadline, application will be considered according to available place. You will be notified by email that we have received your application.

Please include Curriculum Vitae Letter of interest Copy of identification card

Please fill in this form in capital letters Please check box

Ms Mr Name First Name

Birth Date (day/month/year) Nationality

Company Profession

BUSINESS ADDRESS

Street/Number

Postal Code/Town/Country

Tel Fax

E-mail

PRIVATE ADDRESS

Street/Number

Postal Code/Town/Country

Tel Fax

E-mail

ADDRESS FOR MAIL Private Business

ADDRESS FOR INVOICING Private Business

I WOULD LIKE TO REGISTER FOR:

Certificate of Advanced Studies **MODERN MANAGEMENT FOR NON PROFIT ORGANIZATIONS** (the 6 modules are obligatory) and I agree to pay the tuition fee of CHF 6'900.- as soon as I receive a confirmation of admission

I WOULD LIKE TO REGISTER FOR THE FOLLOWING MODULE/S:

1 2 3 4 5 6

and I agree to pay the tuition fee of CHF 1'500.- per module as soon as I receive a confirmation of admission

CANCELLATION FEE

If a candidate, after having been accepted, withdraws from the program at least 30 days before the beginning of the program, there is a refund of 90% of the registration fee. If the candidate withdraws within 30 days of the program beginning, or once the program has started, there is a refund of 50% of the registration fee, taking into account the number of modules that were attended.

Date: Signature:

<http://npo.unige.ch>

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EDUCATIONAL BACKGROUND

Educational Credentials: Middle School Secondary School University

Other:

Highest Degree Earned:

PAST EXPERIENCE IN CONTINUING EDUCATION

Several times a year Once a year Rarely (less than once a year) Never

OCCUPATION

Type of Professional Activity: Self-employed Private Company Public Corporation Jobless

Size of Company: <50 pers. <100 pers. <500 pers. <1000 pers. >1000 pers.

Company Ranking: Senior Management Upper Management Middle Management Employee

Position:

Occupation Rate:

HOW DID YOU HEAR ABOUT THIS COURSE?

Brochure sent to my Company

University of Geneva Continuing Education Program

Newspaper Advertisement? Which Newspaper?

Internet www.unige.ch/formcont

A friend's Recommendation

Brochure sent to my home

Other: