

❖ *Do you want to develop your organization to be professional?*

❖ *Do you want to further develop your management knowledge and skills?*

We provide learning services in four categories:

Enhancing your Management Knowledge and Skills

We offer practical training courses on:

- Phases of Organization Development
- Organizational Direction (vision, mission)
- Strategic Planning
- Boards and Governance
- Leadership and Management
- Human Resource Management & Development
- Performance Management
- Problem Analysis & Solving
- Effective Decision-making
- Effective Presentation Skills
- Times and Workload Management
- Project Design
- Monitoring and Evaluation
- Proposal Writing
- Fundraising
- Report Writing (all types)

And many other courses. Courses will be customized to meet specific needs. Courses are mostly conducted in Khmer. Trainers have both, experience in skills transfer and practical working experience in the subjects, which makes training highly effective.

Developing your Capacity in Skills Transfer

Effective leaders need to delegate tasks to staff, so your capacity in skills transfer is necessary to develop their capacity so that you can effectively delegate. We offer learning courses and practice on:

- ✓ Training Skills (TOT)
- ✓ Facilitation Skills
- ✓ Coaching and Mentoring Skills
- ✓ Reflection Skills (e.g. Action-learning Cycle)
- ✓ Effective Learning Skills

Developing your Organizational Competencies

We offer following facilitation and consultancy services:

- ❑ Organization Evaluation / Assessment
- ❑ Program/Project Impact Assessment
- ❑ Facilitation of Strategic Planning
- ❑ Development of Vision, Mission and Goal
- ❑ Clarification of Organizational Values
- ❑ Strengthening of Management Team
- ❑ Clarification of Roles and Structure
- ❑ Facilitation of Organizational Change
- ❑ Design/ Assist in Staff Recruitment Process
- ❑ Development of Appraisal Scheme
- ❑ Learning Needs Analysis, Organizational Assessment
- ❑ Formulation of learning proposal/plan
- ❑ Development of Staff Policy and Scale
- ❑ Support in Project Design
- ❑ Monitoring & Evaluation Framework
- ❑ Clarification and Development of Indicators
- ❑ Exploration of Fundraising Strategy
- ❑ Development of Exit Strategy
- ❑ Facilitation of Retreat and Workshops

And other Organization Development Activities.

Reflection and Coaching

Reflection and coaching is an alternative learning process that help you to build awareness, clarify/analyze your issues and concerns, and unlock your potentials. We offer:

- ✓ Reflection & Learning from Work Experience
- ✓ Coaching for Personal & Professional Development
- ✓ Group Coaching on Management and Organization Development issues

Our design will be practical with consideration of Cambodian context. Our principles are flexible, quality, effective and cost-efficient. We travel to provide capacity development interventions in all provinces/cities across the country. Cambodian provincial organizations may get our capacity development services at a reasonable cost.

បៀវត្ស (តម្លៃ) ផ្សេងៗគ្នា អាច បង្កើន ភាព ជោគជ័យ បាន ។

www.camlefa.org

Learn to make a difference...

Cambodian Learning Facilitators (CamLefa) is an independent team of Cambodian development practitioners. Under slogan "learn to make a difference", we are striving for positive changes within the development sector through our learning relationships that enhance personal and professional development. We have over a decade of professional experience in capacity development. We have learning network with many development colleagues in Cambodia and in the world.