

How to apply for a Libre Foundation leadership training

Thank you for your interest in participating in our upcoming leadership program

ABOUT LIBRE FOUNDATION

Libre Foundation is an international organization based in the Netherlands. Most Dutch NGOs rely on funding from donors, foundations, corporations and the local government, but Libre Foundation is self-funded. To generate income, we offer for-profit leadership training programs to Dutch businesses. The proceeds of these programs support our tuition-free leadership training courses to leaders of small, underserved Civil Society Organizations (CSOs) abroad. Both our for-profit and tuition-free leadership courses are taught by highly skilled professionals who volunteer their time.



ABOUT THE TRAINING PROGRAM

Our training facilitators use a dynamic curriculum that includes role playing of typical real-life challenges that are faced by participants in their own organization or community. This empowering, role-play methodology, as well as active discussions and other group-based exercises, are an essential part of our leadership development training.

THE TRAINING WILL HELP PARTICIPANTS

- Improve verbal communication skills: active listening, receiving and giving honest feedback, public speaking;
- Learn basic leadership skills: time management, staff inspiration and motivation, conflict management, coaching, collaborative problem solving, task delegation;
- Find effective ways to deal with disagreements and conflicts;
- Learn about intercultural communication;
- Learn to be a genuine and authentic leader;
- Learn how to encourage staff members from their CSO to improve their job skills, and, when successful, to celebrate their successes.

COURSE LOGISTICS

- The trainings take place during 5 consecutive days, 40 hours in total.
- We work in small groups of max 15 participants.
- Training sessions take place from 8:30AM- 4:30PM.
- The training is completely in English, so we ask that our participants are prepared to, and comfortable with, speaking and writing in English during the 5-day session.

PROGRAM COSTS

- Libre Foundation provides the training program free of charge to CSOs with budgets under € 100.000.
- A limited number of larger CSOs can apply. They will be charged a fee of € 80.
- A free, basic lunch, and tea/coffee will be offered to participants during the program hours.
- All additional costs, such as transportation to and from the program and lodging expenses will be the responsibility of program participants.

HOW TO APPLY

- Please start by reading the testimonials of former participants on the next page; this will give you an idea of the impact the training can have on you, as well as on your CSO.
- Fill out the Application form and send it to our Local Project Coordinator before the application deadline. **Only forms that are submitted in due time will be considered.**
- Based on the answers you provide to the questions on the Application form, and your particular role within your CSO, we will determine whether you will be accepted to our training. So please take your time to go through the form and make sure you answered all questions.
- Only applicants who submit **100% completed forms** will be considered for the training.
- The Local Project Coordinator will let you know whether you have been accepted to the program.

Testimonials of former participants

During the course, we zoom in on the difficulties the leaders encounter within their CSO. Rather than teaching or instructing, we support the participants to develop new behavior that might help them reach their own goals and thus, the goals of their CSO. We mainly do this through role plays, discussion and feedback. Below you will read about the impact our training can have on you and, even more importantly, your CSO.

1. "In the past I would have pointed out mistakes made by my co-workers, and I would have told them to start their project from scratch. Nowadays I will use my coaching skills to have more of an open, review-style discussion about people's work results, so they can learn from their mistakes."
2. "Until recently, we would enroll about 50 women twice a year of which 20 participated in the follow up training, and they now can sustain themselves. Lately we have had 50 women participate, of which 30 followed up. And we visited 20 instead of 15 schools this year."
3. "I used to offer solutions, or even finish someone's task if they had a hard time getting their work done. If I find myself in a similar situation these days, I will ask open ended questions about what they find hard, and I will encourage someone to finish the task on their own."
4. "Today I am much more flexible and relaxed than I was in the past, and I use Thinking in Options (TIO) when problems arise, rather than Thinking in Problems (TIP). If after I have coached team members, they still find it difficult to complete certain tasks, I may watch helpful instructional You Tube videos with them."
5. "I learned that I am part of the solution, rather than part of the problem. For example, instead of waiting for funding, we go out into the field to connect and work with organizations that need support. If we have NO financial resources, we try to find sponsors that may want to donate money to fund specific projects, rather than wait for donations to the more general cause."
6. "One of the things I learned during the training, is to be fully present when someone wants to speak with me, rather than half listening while continuing with what I am doing. If I need to finish what I am working on, I will make an appointment to meet at a better time, so I can have a real conversation. I also have learned that sometimes, when "things just have to get done" I will need to roll up my sleeves and help out the team. Not only will this get things done faster, it also creates goodwill within the team."
7. "In the past, when I had to do a peer-review of a colleague's project report, and it was poorly written, I would rewrite the report and return the revised version to my colleague. These days, I will review the project report together with my colleague; I will point out the well-written sections and I will use my coaching skills to help them work through the areas that may need some editing."
8. "Participating in the training program has meant tremendous personal growth for me. The skills and exercises offered by the teaching staff have taught me:
 - *Feedback*: by sharing ideas as well as concerns, in group settings or one-on-one, it became much easier to exchange our different opinions. Overall communication within the group has improved quite a bit.
 - *Communication*: in general, when you share information with someone, they may interpret it subjectively, rather than how it was intended. By using the listen-reflect-clarify technique, communication with my team has improved. It still is challenging to be 100% present while listening, and it is hard not to give advice, but I am working hard to master those skills more fully soon.
 - *Coaching*: the goal is to better understand the different team members. The exercises were very practical. I mostly learned how to better motivate my staff to get their work done. I can be very driven, and like to get things done fast. I tend to demand the same work ethic from my team, but during the training I have learned to focus more on the well-being of my team, and be more patient, rather than that they work as fast as I would.
 - *SMART*: (Specific, Measurable, Acceptable, Realistic, Time-sensitive) This technique is very useful and helps in assessing feasibility of specific project goals.



In addition to the above bullet points, the training offers several theoretical and practical exercises that helped me improve day-to-day communication with my colleagues as well as with people in general. The impact of the training has been tremendous for me, I use the skills I learned every single day, and I can highly recommend the Libre Training Programs to leaders of any Community Organization.