

Are you interested in earning your International Professional Diploma or Graduate/Post Graduate Diploma in NGO-Non Governmental Organizations and CSO-Civil Society Organizations Management? (GDNGO, PGDNGO, PGDNGCSO, CNGOM)™ certification, but you're unsure how to start the process? While this is a great step for your individual career, it doesn't have to be a complex one really if you study from GEPEA. This is the ultimate guide on aforesaid certification and it can be your easy roadmap for navigating this process. You may explore some common questions you might have about Professional Diploma or PG Diploma in NGO-Non Governmental Organizations and CSO-Civil Society Organizations Management certification, and learn what steps you need to take to become an international NGO & CSO Management credential holder.

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**PROFESSIONAL TRAININGS IN NGO (Non-Governmental Organizations)
MANAGEMENT and CSO (Civil Society Organizations) MANAGEMENT**
Training Hours: 90 OR 120 hours.

Program Duration: 8 months (Fast Track for Graduate Program in two semesters) and 1 Year Program for Post Graduate Diploma (Certifications) in three semesters.

Admission Requirements: A diploma or an associate degree (or global equivalent), Secondary degree (high school diploma, Higher secondary/associate degree, or the global equivalent).

Course Exemption: Diploma holders in NGO/CSO from GEPEA or any other institute will directly continue their study from second semester of the program. In that case, to obtain PGD in NGO and CSO s/he requires to pass 2nd and 3rd Semesters courses only (12 x 6 = 72 Credit Hours + Project 18 Hours = Grand Total 90 Credit Hours).

Other Requirements: No special requirements or prerequisites are needed to take this course, Executives will get added advantage, but using Email, Internet, Computer Application, English for communications will help.

Training Delivery: The course duration will comprise 90 or 120 hours of self-study home based Distance Learning mode delivery. The 90 or 120 hours will be delivered in 12 to 17 sessions online distance learning based on given course materials.

Why NGOs (Non-Governmental Organizations) and CSOs (Civil Society Organizations) Management study?

The role of CSOs: Civil society organizations (CSOs) can play an important role in enhancing transparency and good governance in developing countries by contributing to increased public debate on issues surrounding the formulation and implementation of government budgets as well as in supporting greater transparency of public revenues. On the other hand, NGOs (Non-government organizations) play an increasingly important role in all aspects of development. They are key actors in the industry, commerce, and the world of politics, influencing both development agenda and policy implementation. This course addresses the specific management development needs of NGO Managers. It is designed to develop the management competencies and analytical capabilities of NGO managers. It will help develop the key competencies and capabilities needed by those in management and leadership positions in both national and international NGOs.

What are the main objectives of NGOs & CSOs Graduate Diploma or PGD studies?

The main objective of the Diploma/Post Graduate Diploma is to focus on managing NGOs/Civil Society and making them more effective in working for the poor and the disadvantaged. It is mostly targeted towards developing insight among the students who plan to work for non-profit organizations, NGOs and aid agencies. The course deals with the concepts NGO and civil society, the rise and growth of NGOs, managing NGO roles, managing NGO relationship, internal NGO management, and professionalism. Specifically, these courses:

- Strengthen participants understanding of the concepts of NGOs/Civil Society management and sustainable development,
- Empower students with the analytical skills and tools to effectively initiate monitor and evaluate development projects,
- Provide solid foundation for advanced study leading to careers in different fields of Development and Management studies etc.



Syllabus Outline

Serial No.	Syllabus component	Assignment TMA (Tutor Mark Assignment) or Case Study	Board Questions (OBS = Open Book System) Exam.	MCQ (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	<p>For Graduate Diploma 12 Parts/Lessons will count 8 hours each (12 parts/Lessons x 8 hours = 96 hours total) + Project Exercises Minimum 24 hours = Grand Total 120 Hours only.</p> <p>OR <u>for the Post Graduate Diploma/ Professional Diploma or Post Graduate Diploma</u></p> <p>17 Parts/Lessons will count 6 hours each (17 parts/Lessons x 6 hours = 102 hours Total) + Project Exercises Minimum 18 hours = Grand Total 120 or 90 Credit Hours only.</p>	45	35	20

1	<p>Graduate Diploma in Non-Governmental Organizations Management (GDNGO), Post Graduate Diploma in Non-Governmental Organizations Management (PGDNGO), or Professional Diploma in NGO Management (PDNGO), Graduate/Post Graduate Diploma in NGO & Civil Society Organization (GD/PGDNGCSO), Certified in NGOs (Non-Governmental Organizations) Management (CNGOM).</p>	90 or 120 Credit Hours		
	<p>SEMESTER-1:</p> <p>1. <u>Introduction to NGO Management:</u> Introduction to NGO Management Legal Requirements in Setting Up NGOs (For Example Asia) Planning Programmes and Working with The Community Working with The Government and Dealing with Different Stakeholders Managing Resources & Proposal Writing Process Documentation & Monitoring and Evaluation</p> <p>2. <u>Management Skills:</u> Unit 1: Management – an overview 21 Unit 2: Managing in the not-for-profit sector 43 Unit 3: Managing work 59 Unit 4: Managing youth development work 87 Unit 5: Managing human resources107 Unit 6: Managing organisational change..... 143 Unit 7: Managing youth development work175</p> <p>3. <u>NGO Accounting & Regulation:</u> Book Keeping Financial Statements A bit of theory Non Profit Issues Banking Form of Organization Income Tax and Others</p> <p>4. <u>Project Formulation:</u> Why is Project Formulation Important? Existing Approach to Project Preparation Problems in Project Formulation Project Evaluation – Findings Deriving Innovative Project Formulation Components – Common Flow chart/list Steps for Innovative Formulation of SWM Project Formulation of an Urban Infrastructure Project</p>	45	35	20
		6 or 7 Credits Each Subject		

<p>Development</p> <p>Economic Development</p> <p>Project Definition</p> <p>Plans and Project</p> <p>Essential Elements of a Project Include</p> <p>Phases of the Project Cycle</p> <p>The Stages of Project Planning</p> <p>Formulation</p> <p>Project Feasibility</p> <p><u>5. Non-Profit Fund Rising:</u></p> <p>Creating a Fundraising Plan</p> <p>Hiring and Training Development Staff</p> <p>Engaging Your Board</p> <p>Volunteer Fundraising</p> <p>Prospecting and Donor Research</p> <p>Grassroots Fundraising: Building Your Donor Pyramid</p> <p>Major Donors: Building Relationships, Making the Ask, and Stewardship</p> <p>Event-Based Fundraising</p> <p>Runs, Walks, and Rides: Community-Based Fundraising</p> <p>Maximizing Website Donations</p> <p>Fundraising with Email (Marketing)</p> <p>Social Media and Crowdfunding for Your Cause</p> <p><u>6. The Digital Fund Rising:</u></p> <p>Digital fundraising: an introduction</p> <p>Understand the basics</p> <p>Know what you'll need</p> <p>Grow a digital audience</p> <p>Persuade them to give</p> <p>Digital fundraising planning</p> <p>SEMESTER-2:</p> <p><u>7. Social Marketing in Action:</u></p> <p>Understanding Social Marketing:</p> <p>The Big Pic in Social marketing</p> <p>The Fundamentals of Social marketing</p> <p>Theory in Social marketing</p> <p>Social Marketing Cases: Social Welfare</p> <p>Social Marketing Cases: Health</p> <p>Social Marketing Cases: Environment</p> <p>Social Marketing Cases: Education</p> <p><u>8. Professional Communications:</u></p> <p>Introduction to Communication</p> <p>Audience: Getting to Know Your Audience</p> <p>Communication Channel</p> <p>Plain Language</p> <p>Using Visuals</p> <p>Using Feedback</p> <p>Writing Workplace Documents</p> <p>Revising Workplace Documents</p> <p>Ethical Guidelines for Writing</p>	<p>6 or 7 Credits Each Subject</p>		
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	<p>Your Presentation Style Developing a Presentation Strategy Communicating with a Live Audience Your Interpersonal Communication Preferences Cross-Cultural Communication Conflict Resolution</p> <p><u>9. Social Entrepreneurship:</u> What is social entrepreneurship? Definitions of social entrepreneurship concepts, Directions for the future of SE research, Three Avenues for Social Entrepreneurship Research, Politics, Values and Social Entrepreneurship: A Critical Appraisal, Social Entrepreneurship: Innovation and Social Change Across Theory and Practice,</p> <p><u>10. NGOs Project Preparation and Management:</u> Project Preparation: Basic Principles How to read a call for proposals? Introduction to the logical framework Approach. Drafting of Technical & financial offers</p> <p>Project Management: Contract Management Financial Management Monitoring & Evaluation</p> <p><u>11. NGO Law and Governance:</u> Achieving Good Governance and Sound Operations Best of the NGO Codes of Conduct Improving Monitoring and Evaluation Civil Disobedience and Criminal Constraints Public-Private Partnerships Direct Funding, Aid Disbursement and Tax Incentives Legal and Business Relations with International Organizations Media and Advocacy Strategies</p> <p><u>12. Civil Society Organizations:</u> (Civil Societies: Social Movements, NGOs and Voluntary Action) Overview of Civil Society Organizations Working with CSOs in ADB-Financed Projects CSOs as Consultants Involving CSOs in Country Programming Assessing a Potential CSO Partner Meeting with CSOs Engaging CSOs, Respecting Governments</p>	<p><i>6 or 7 Credits Each Subject</i></p>		
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*The third semester is applicable only
for Post Graduate Diploma or
Professional Diploma Studies-*

SEMESTER-3:

13. Social, Economic, and Ethical Concepts:

Ethical and socio-economic concepts and principles
Justice, equity and responsibility
Values and wellbeing
Economics, rights, and duties
Technological change

*6 or 7
Credits
Each
Subject*

13. Empowerment for Sustainable Development: Towards Operational Strategies

Sustainable Development: From Concept to Practice
Poverty and Impoverishment
Empowerment for Sustainable Development
Engaging Stakeholders in Pursuit of Sustainable
Livelihoods
A Review of Entry Points for Empowerment for
Sustainable Development
Underlying Principles: Empowerment for Sustainable
Development
Taking the Next Step

14. Civil Society's Role in Implementing the Sustainable Development Goals:

SDG implementation
Civil society involvement critical
Specific targets relating to sexual and reproductive
health and rights
Enabling environment for civil society participation
Not without us
Actions for civil society to move forward the SDGs and
SRH&R etc.

15. NGO Provision of Basic Education:

1. Introduction..... 1
2. NGOs as Alternative Providers to the Excluded 2
3. Alternative services provided by NGOs..... 6
3.1 Defining alternative as non-formal? 6
3.2 Pedagogical adaptations of alternative providers –
alternative or complementary to state provision?..... 10
3.3 Accountability adaptations of alternative providers 12
3.4 Alternative and conventional education provision –
possibilities for convergence? 13 4. Experience of Non-

	<p>Government Provision of Alternative Service Delivery in International and National Policies and Plans 15</p> <p>4.1 International commitments and goals 15</p> <p>4.2 National policies and plans 19</p> <p>5. Experience of access in alternative and complementary education programmes 26</p> <p>TU5.1 Patterns in access to alternative education programmes..... 26</p> <p>5.2 Cost-effectiveness of alternative education service delivery programmes 27</p> <p>6. Scaling-up, Coordinating and Mainstreaming NGO Provision for Sustainability ... 29</p> <p>TU6.1 Scaling-up or mainstreaming 'alternative' / complementary provision 29</p> <p>TU6.2 Government-NGO coordination 31</p> <p><u>16. Risk Management for NGOs:</u></p> <p>Overview of Risks</p> <p>Risk Management Principles</p> <p>Why Do you need to manage risks?</p> <p>Benefits of Risk Management</p> <p>Developing Risk Management Framework</p> <p>Risk Management Process</p> <p><u>17. Security Risk Management -NGOs:</u></p> <p>Policy and Principles</p> <p>Operations and programs</p> <p>Travel Management and Support</p> <p>Awareness and Capacity Building</p> <p>Incident Monitoring</p> <p>Crisis Management</p> <p>Security Collaboration and Network</p> <p>Compliance and Effectiveness Monitoring</p> <p>Supporting Resources</p> <p>ELECTIVE/ADDITIONAL SUBJECTS: <i>(Below the options to select any one subject or two subjects for Post Graduate/Professional Diploma Programs)</i></p> <ol style="list-style-type: none"> 1. Types of NGOs and Orientation level 2. The Scope and Scale Global Volunteering 3. The concept of International Voluntary Service 4. Development Needs Civil Society 5. Legal Requirements in Setting Up NGOs 6. Legislation on non-governmental organizations (NGO) 7. NGOs Risk Global Study. <p>FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:</p> <ol style="list-style-type: none"> a) NGO (Non-Governmental Organizations) and CSO (Civil Society Organizations) or Professional PG Certification Test MCQ Questions answer practicing b) NGO (Non-Governmental Organizations) and CSO (Civil Society Organizations) or 	<p><i>6 or 7 Credits Each Subject</i></p>		
		<p><i>6 or 7 Credits Each Subject</i></p>		

	<p>Professional PG Certification Test Board Questions/TMA (Tutor Mark Assignment)</p> <p>c) NGO (Non-Governmental Organizations) and CSO (Civil Society Organizations) or Professional PG Certification Case Studies</p> <p>Exercises and projects</p> <p>Videos on NGOs and CSOs Management etc.:</p> <ol style="list-style-type: none"> 1. NGO Management https://www.youtube.com/watch?v=MjVctBd2POw 2. NGO Governance and Management https://www.youtube.com/watch?v=udWnzBVgrEA 3. What are CSOs (civil society organizations) and NGOs? https://www.youtube.com/watch?v=s820GJyBEzQ 4. Introduction to civil society studies https://www.youtube.com/watch?v=jkPgQP-9lao 5. NGOs as Engines of Human Rights Protection https://www.youtube.com/watch?v=o6QQTiAnOVM 6. 5 Steps to Fundraising Success for Small and Grassroots NGOs https://www.youtube.com/watch?v=eUYAnKP77io 7. NGO Management - Strategic Plan https://www.youtube.com/watch?v=AtmbhQGfMos 8. What is CIVIL SOCIETY? What does CIVIL SOCIETY mean? https://www.youtube.com/watch?v=D78lCaAScCo https://www.youtube.com/watch?v=6v-dyeCr7RM 9. Civil society Citizenship High school civics https://www.youtube.com/watch?v=b6_YVsuyUEM 10. Civil Society Organisations in Research https://www.youtube.com/watch?v=3AXBazRnTdA 11. Role of Civil society organizations in governance of education https://www.youtube.com/watch?v=3aDt9grSuEQ 12. Civil Society Organizations and Social Movements https://www.youtube.com/watch?v=fY89HZOOsOo 13. How can Civil Society Organizations ensure their own Effectiveness, Accountability & Transparency? https://www.youtube.com/watch?v=w52crvPsJY0 			
	Project/Thesis/Case Studies			
	<p>Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Graduate Diploma or Professional Diploma or Post Graduate Diploma.</p> <ul style="list-style-type: none"> In case Project/Thesis, respective students should submit 25 to 45 (A4 Size) pages long report. <i>Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.</i> In Case Studies, respective students should submit case studies answer script in written 			

	form to the GEPEA within stipulated time frame. <i>Concern Authority will assign case studies question paper in time.</i>			
	<p>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE SHIPPING & LOGISTICS MANAGEMENT PROFESSIONAL CERTIFICATIONS = For Graduate Diploma 12 Parts/Lessons will count 8 hours each (12 parts/Lessons x 8 hours = 96 hours total) + Project Exercises Minimum 24 hours = Grand Total 120 Hours only.</p> <p>OR for the Post Graduate Diploma/ Professional Diploma or Post Graduate Diploma 17 Parts/Lessons will count 6 hours each (17 parts/Lessons x 6 hours = 102 hours Total) + Project Exercises Minimum 18 hours = Grand Total 120 or 90 Credit Hours only.</p>			

SCOPE OF NGO & CSO-CIVIL SOCIETY ORGANIZATIONS MANAGEMENT

CAREER SCOPE: Scope of NGO sector in International arena: NGO provides wide scope in the field of NGO management. One can work as a Field Officer in NGO, Loan Officer in NGO (Micro Credit), NGO Manager, NGO Branch Manager, Project Manager, Community service providers, NGO project coordinators, Research Fellow in NGO projects, NGO Human Resource Manager, Finance manager. More specifically, Graduates /Post Graduate Diploma holders may gain employment in various sectors such as private, parastatal and government institutions. Other opportunities are also available in international organizations and NGOs, LSOs, CIGs, financial institutions, oil companies, embassies, and outsourcing agencies, among others.

COURSE MATERIAL

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

EXAMINATION

GEPEA Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern

of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.

- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

CASE STUDY METHOD & STUDY MATERIAL:

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

BENEFITS AND FEATURES:

- (i) Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of African, Asian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can

build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.

- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

ACCREDITATIONS AND RECOGNITIONS:

ITQSM Accredited & International Partnered Professional Academies.

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

PROFESSIONAL FACULTIES:

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

GEPEA (Global Educational & Professional Excellence Academy)

*In case any query, please feel free to contact us via E-Mail:
gepea.official@gmail.com , office@gepea.eu or visit Website: www.gepea.eu or
www.gepea.education*