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Training

Improve your skills with our free, online course – Management by e-learning

Develop your management style, improve your planning skills, and learn how to motivate and lead a team to achieve your organisation’s goals, with our 20-week, interactive web-based training programme.

Our course is designed for mid-level managers of National Meteorological and Hydrological Services (NMHSs) in developing countries or for those employees who want to increase their knowledge on the essentials of management, providing a foundation for further career development.

“I got to learn a lot from people from different locations across the globe so that built a lot of confidence...”

Benefits

- Enhanced management skills
- Aid to career development
- Free to approved candidates* No need to travel to a particular venue: all coursework completed online
- Opportunity to discuss topics and shared interests with participants around the world
- Flexibility to work around your schedule: 20-week course with two weeks for each module
- Possibility of progressing to our follow-on, advanced course

On completion of the course you will receive a certificate signed by the World Meteorological Organization (WMO) and the Met Office.

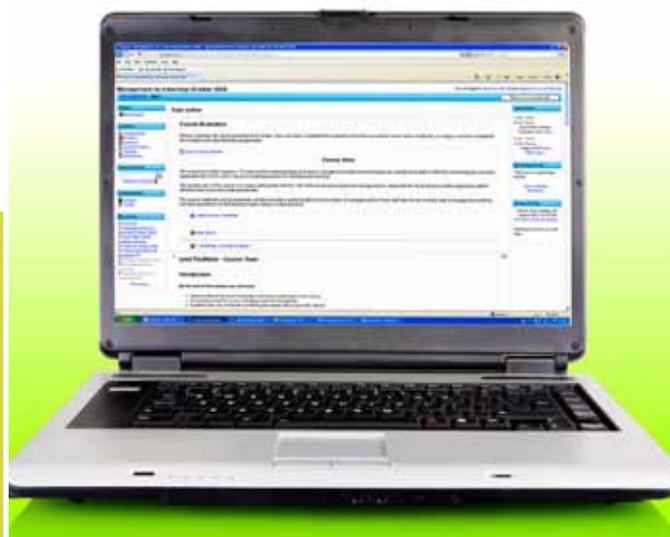
Management by e-learning — Essentials of management

To date, over 100 international participants from developing countries have completed our web-based training, which has been running since 2008.

The course is presented on the website www.met-elearning.org, which is managed and funded by the Met Office, as part of the UK contribution to the WMO's Voluntary Cooperation Programme. The course is made up of ten modules, each delivered by tutor-facilitated online teaching and learning. It also includes a forum where you can discuss topics with your tutor and other participants around the world.

Example modules:

- How to use the e-learning programme (including the use of personal learning logs). The purpose of a manager's job and the process of management
- Personal time-management
- The concept of management style — how to lead and motivate your team
- How to build your team and conduct meetings to communicate and solve problems
- The principles of planning and how to apply these to a project
- How to define a vision for your organisation and identify values that will help achieve it
- How to use plans as a basis for monitoring and managing the performance of your team
- How to manage the learning and development of team members
- How to influence others through persuasion and negotiation
- Programme review assignment



Assignments

Each module will be followed by a written assignment. This will check that you have understood the key concepts and show you how the principles covered in the module can be applied in a work situation.

20-week course

The programme is offered as a 20-week block with two weeks allowed for each module. The course is run in English. You can expect to spend around 3 to 4 hours a week on the course.

“My approach to problems has changed since doing the course. I have also been able to impart some of the practical skills to my staff...”

“I liked the course as it was offered online so there were no complications of full-time learning.”

“I’ve benefited a lot; being confident at work and managing the small group I had on my shift...after the training the meetings we had were very successful. Even negotiations...”

To apply

Applicants need approval from both their Director and the course facilitators.

* While there is no charge made to course participants, their NMHS is responsible for any costs incurred in getting access to the website www.met-elearning.org

These courses usually run on an annual basis. For more information, or to register your interest in the next course, please email international@metoffice.gov.uk

We look forward to welcoming you online soon.