



**giz**

Academy  
for International  
Cooperation (AIZ)

PROGRAMME

2025

60 skills 4 abroad  
YEARS

Prepare – Connect – Support

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On behalf of



Federal Ministry  
for Economic Cooperation  
and Development



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# WELCOME

## Prepare – Connect – Support

Wherever we look, the world is changing. We are confronted with new challenges and opportunities every day. To support you in your vital work as specialists and managers in international cooperation, we strive to respond to these challenges and opportunities by delivering reliability and quality in our learning programmes. In 2025, we will continue being your partner in learning, helping you to prepare for your assignment abroad. We are guided by the needs of the 35+ seconding organisations for which we offer our in-person and online practice-orientated trainings. Our aim is to prepare participants as best we can, foster connections through networking, and provide ongoing support.

This programme catalogue is designed to help you compile your own customised Skills4Abroad learning pathway.



## Your partner for international assignments

The Academy for International Cooperation (AIZ) and its predecessor organisations have been working on behalf of BMZ to prepare experts and managers for international assignments in partner countries for over 60 years. With over 1,500 participants and around 9,000 training days annually, we provide the support you need to successfully tackle challenges in any of the 138 countries of assignment. Our training courses are wide-ranging. They include our “classics” such as **country analysis**, **language trainings** in around 60 languages and issues such as **safety and security** abroad and **travelling with children**. Our programme also includes innovative formats such as our **online self-study programme** and **personal resilience training**. We remain dedicated to our commitment of providing reliable, high-quality, and hands-on learning experiences that are available both in-person and online.



To help you compile your own training schedule, you will find some **useful selection criteria** on pages 6 and 7. In addition, our **course radar** will help you put together the ideal combination of online and in-person trainings, preparatory inputs and on-assignment support. On pages 8 and 9 you will have an opportunity to fine-tune your personal learning pathway and try out our **individual trainings and options to network**. For 2025, we are supplementing our well-established **Learning 4 Development** format by introducing bookable **Time 2 Learn** self-study days at Campus Kottenforst. To this end, we are expanding the learning activities on our **Online Campus** and invite you to network with other participants on a regular basis.

See our booking platform [learning.giz.de](https://learning.giz.de) for more information or contact our Registration and Support Team directly at [skills4abroad@giz.de](mailto:skills4abroad@giz.de). To find out more about the Campus Kottenforst, please visit our [website](#).

The Skills4Abroad Team hopes you have fun customising your own personalised programme!

# COMPILE YOUR TRAINING PROGRAMME







### Online or in-person training – what is the best choice for me?

You can choose between our in-person or online training. Many courses are only offered in-person based on their content and for methodological reasons. We recommend completing these before you head off abroad. Other courses are available exclusively online, as they focus on practical aspects, the specific project context and draw on your own experience in your partner country. As a result, they are particularly well-suited as on-assignment training options after departure. To maximise flexibility, trainings that are not explicitly designed for groups are also available both in-person and online (**language training, Learning 4 Development – Focus on your topic**).

### Do I want to do the training before I leave for my assignment or while I am there?

You are eligible for our entire learning programme starting six months prior to departure until 24 months after departure. Although many trainings are best completed before you leave for your assignment, others are more effective when you are actually there. If both options are available, it is important to decide whether you would prefer to equip yourself with as much knowledge as possible before you go or whether it is more important for you to familiarise yourself with the context in your country of assignment first so that you can relate more to the actual context in your training. If you are already at your assignment location but wish to take part in in-person training, you could perhaps combine your course attendance with a business trip or home leave.

### What is my family situation?

At Campus Kottenforst, we offer free accommodation and meals for you and your accompanying family members as well as childcare services for children up to the age of 12. For anyone requiring childcare we recommend in-person attendance at the Campus Kottenforst, so you can focus fully on your course. On the other hand, having school-aged children might make online trainings a more practical option. Alternatively, there is an option of attending a school in Bonn-Röttgen for the duration of your training. This may be a good option if you and your accompanying partner wish to attend in-person courses together. If an accompanying partner is too busy with other commitments before you leave on assignment, there are also options for online training later on – including a training specifically designed for **families going abroad**.

### What do I value more – preparing on my own or with others?

An extended stay at Campus Kottenforst enables you to make the most of the opportunities we provide for networking and interacting with other course participants and produces longer lasting results. Although our individual learning programmes are available both as in-person and online options, feedback from participants shows that it is often not easy to make time for learning, despite this flexibility. For this reason, a longer stay at Campus Kottenforst may be beneficial if you wish to make use of the learning landscape that includes the Campus Library and learning stations – particularly in the newly available **Time 2 Learn** format. For almost all trainings, you have the option of booking practice-oriented consultation sessions in the 24-month period following departure. The goal is to provide you with an opportunity to reflect on the course content with your trainer incorporating insights from your personal on-site experience.



# SELF-GUIDED LEARNING AT SKILLS4ABROAD

## Taking responsibility, developing skills

In a rapidly changing world, independent learning is becoming increasingly important. Experts and managers face complex challenges that call for flexibility, creativity, and life-long learning. Self-guided learning enables you to address your individual needs, explore topics in greater depth, and develop your specific skills.

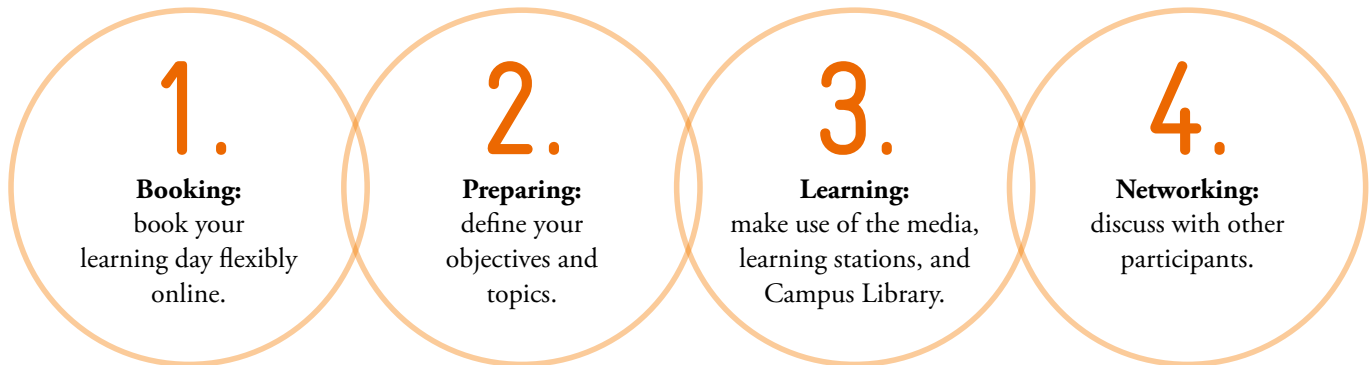
At Skills4Abroad, we see learning as an individual process. We provide a framework that helps you to take ownership for your own learning journey. Our methodological approach is based on a constructivist understanding of learning: you design your learning – we provide the tools and inspiration.

### Our approaches and programmes for self-guided learning – support along your personal learning pathway

We have developed innovative programmes to provide you with the best possible conditions for self-guided learning:

- **Learning 4 Development:** Supported learning with an individual focus
- **Time 2 Learn:** Flexible self-guided learning days for focused, independent learning
- **Online Campus:** Self-study courses on various topics, country knowledge, and networking with other participants
- **Hybrid learning:** A combination of in-person courses and online resources, with curated media and topics for in-depth study, supported by our Campus Library





### Campus Library

As part of the Skills4Abroad programme, the **Library** is an important part of the diverse learning landscape at Campus Kottenforst in Bonn-Röttgen. Our media and services provide support with your individual learning process for a specific course or topic you have chosen. Here you will find 25,000 media items on countries in Africa, Asia, Latin America and Europe as well as the MENA and Caucasus regions. Key focus areas include management and advisory services, development policy, crisis management and trauma, conflict, and security.



### General conditions

- Courses can be booked on any workday
- Multiple bookings are possible
- A maximum of three self-guided learning days in total (Prepare – Support – Connect)

### Time 2 Learn – focused individual learning

Independent learning requires time frames for self-directed study chosen by the individual. Our new **Time 2 Learn** programme gives you the opportunity to work independently on topics of your choice at Campus Kottenforst. Whatever your goal – preparation, in-depth study or reflection – you set your own pace using the diverse resources available on site.



# CONDITIONS OF PARTICIPATION

# BMZ-funded participation

## Who can participate?

- Experts and managers
  - who work in a country on the DAC list or who primarily work for a country on the DAC list as part of a regional approach<sup>1</sup>;
  - who are employed for a period of at least one year or intermittently<sup>2</sup>;
  - who work in the context of German development cooperation/international cooperation or to ensure its effectiveness.
- Their accompanying partner, provided they are also moving abroad for at least one year. Course participation by teenagers aged 14 or 16 and over will be assessed on a case-by-case basis.
- Children (up to the age of 12) will be offered age-appropriate care by qualified personnel at Campus Kottenforst.

If you are not entitled to participate, you can register for certain trainings for a fee. For more information, see page 12.

## Time period and duration

- You may attend courses from six months prior to and up to 24 months after leaving for your country of assignment.
- Each eligible person can use up to 30 learning days free of charge.
- You can participate in additional trainings, but these will be subject to charge.
- The eligibility to participate is renewed with each further secondment.

## Services

The BMZ-financed Skills4Abroad programme comprises the following services:

### Participation in the trainings offered and use of self-study programmes

- Experts and managers may participate in all courses.
- Accompanying partners can take part in the training, except for the courses on 'management and consulting' and 'communication'. Information on this can also be found in the relevant product descriptions and in the course overview (pages 44 to 47).

<sup>1</sup> Countries that fall within the scope of development cooperation, compiled by the Development Assistance Committee (DAC) of the Organisation for Economic Co-operation and Development (OECD)

<sup>2</sup> As an intermittent expert, you are also posted abroad for at least one year. However, due to business trips, you will also work extensively at locations in Germany. These business trips may not exceed a total duration of six months.





## Accommodation and meals

To qualify for free accommodation and meals it is required to attend in-person trainings. This does not apply to digital trainings. The following exceptions apply:

- Accommodation and meals may be provided on weekends and holidays between two in-person courses.
- If leaving the Campus Kottenforst for a digital training that is booked to take place between two in-person trainings is unreasonable meals and accommodation may be provided for a maximum of three days.<sup>3</sup>
- You may arrive on the evening before the training and stay an additional night after the completion if it is unreasonable to arrive on the first day and leave on the last day<sup>3</sup>.
- If your children are travelling with you, they will also receive accommodation and meals free of charge during your participation.

## Childcare

Children up to the age of 12 will be offered age-appropriate care by qualified personnel.

- The maximum capacity of our daycare centre Kid's Campus is 10 children.
- If the daycare centre is fully booked, you are free to bring a caregiver. Their accommodation and meals will also be paid for.

## Cancellation

If your training participation is financed by BMZ, you must cover any costs incurred as a result of cancellation or no-show after the registration deadline.

<sup>3</sup> Any financing of an overnight stay by Skills4Abroad is subject to the provisions of the Federal Travel Expenses Act (BRKG). Alternatively, you are free to book accommodation and meals at your own expense or book them to your project, as appropriate.

## Registration and advice

- Registration is possible up to 28 days prior to the start of training.
- Please direct any subsequent booking enquiries to the Registration and Support Team: [skills4abroad@giz.de](mailto:skills4abroad@giz.de)
- Please note that we ask for early registration to ensure adequate childcare since childcare capacity is limited.

If you have any questions or require further information, please contact our Registration and Support Team.

Anja Knieps  
T +49 (0) 228 / 44 60-20 55  
E [skills4abroad@giz.de](mailto:skills4abroad@giz.de)

## Fee-based participation

If you are not eligible to attend courses free of charge or have already used up your quota of 30 learning days, we offer many of our trainings on a self-funded basis. We ask for a guaranteed coverage of the costs and there must be sufficient places available in the respective trainings.

## Registration

All international cooperation staff, who do not meet BMZ participation requirements, as well as other interested parties, can register for trainings at [learning.giz.de](https://learning.giz.de) in the section Skills4Abroad. You will initially be placed on a waiting list. A definitive confirmation of participation will be issued once the registration deadline has passed. The registration deadline for all trainings is **28 calendar days** prior to the start of the course.

You will find more information [here](#).

If you have any questions or require personal advice on fee-based participation, please contact our Registration and Support Team.

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# OUR TRAINING OFFER

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# DIVERSITY AND INTERNATIONAL CONTEXT

## Training overview

Training	In-person	Digital	Duration	Language	Page
Complexity and diversity in the international context	✓	–	→ 2 days plus preparation time (2 hours podcast, incl. time for reflection)	German/English	15
<b>NEU!</b> Digital: Power and privilege in the postcolonial context	–	✓	→ Two half days (plus self-study)	German/English	16
Country analysis	✓	–	→ 3 days	German <sup>1</sup>	17
Digital: Country analysis	–	✓	→ 3 days distributed over 4 days (18,5 h)	German <sup>1</sup>	17
<sup>1</sup> English and other training languages on request					



# Complexity and diversity in the international context

## LEARNING GOALS

You enhance your ability to navigate complexity and diversity, while developing a deeper understanding of roles, power dynamics, and biases in international cooperation. You are equipped to value and effectively shape intercultural interactions.

## TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

## CONTENT

In this training, you will learn:

- › how unconscious bias affects our perception, decisions and actions, and how to develop strategies against stereotypes and biases,
- › how to navigate ambiguity and shape intercultural interactions in negotiation and mediation processes,
- › how to reflect on discrimination, including power privileges, and develop respectful behavioural approaches,
- › how to recognize your various roles in the international cooperation system, considering intersectional factors such as gender, ethnicity, and social background.

## TRAINERS

Our trainer pool consists of diversity trainers with broad international experience.



### Language

German, English



### Accompanying partners:

Bookable



### Fee-based participation

Bookable  
(subject to availability)



### Number of participants

5–12



### Coaching

Bookable



### Remarks

We recommend combining this training with the training "Country Analysis".



### Booking link

## FORMAT & DURATION

### In-person training

→ 2 days in-person plus 2 hours of upfront preparation  
using the "Bias & Culture" podcast (incl. time for reflection)

## Digital: Power and privilege in the postcolonial context



### Language

German, English



### Accompanying partners:

Bookable



### Fee-based participation

Bookable  
(subject to availability)



### Number of participants

5-12



### Coaching

Bookable



### Remarks

This training is especially for people who already work in a partner country or have gained international experience. Prior participation in our training "Complexity and diversity in the International context" is recommended, but not mandatory.



### Booking link

### LEARNING GOALS

We aim at creating a safe and empathic space to facilitate open communication processes for you to share your experiences and exchange perspectives. The intention is to enable you to reflect on the effects of racism and discrimination both in your work environment and private life and to develop an awareness of the consequences it has on your personal roles and identities.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

We offer:

- › Background knowledge of postcolonial power structures.
- › Approaches and instruments for reflecting on power inequalities and your own privileges.
- › Opportunities for exchange and exploration of discriminatory structures and intersectional inequalities.
- › Tools for developing options for action based on an appreciative attitude.

### TRAINERS

Our trainer pool consists of experts in diversity with international working experience.

### FORMAT & DURATION

#### Digital training

→ Two half days (plus self-study)

## Country analysis

### LEARNING GOALS

You will be familiar with important framework conditions, backgrounds, and structures in your partner country and have analysed possible areas of tension that could affect your ability to achieve your personal goals. Taking your interests and previous experience into account as well as reflecting on your behavioural patterns, you are ideally prepared for living and working in your partner country.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

- › You look at and reflect on the framework conditions, backgrounds, structures and processes in your partner country – and get to know the social, economic, environmental, (inter)cultural, and historical circumstances, as well as the politics of the country, including its development policy.
- › You learn more about important stakeholders, the social groups, and the organisations in the country (societal/ethnic groups, political interest groups, relevant NGOs, etc.) and also learn communication and behavioural patterns in your working and everyday life contexts.
- › You prepare yourself for dealing with conflicts, violence, fragility, and special situations such as crisis and threat scenarios, and also for dealing with minorities, gender aspects and role expectations for international experts.
- › You identify possible areas of tension between the cultural, social, and political circumstances in your country of assignment and your own professional and personal goals.

In this training, you can look forward to a variety of methods including dialogue, diverse media usage, and practical case discussions. Content is tailored individually to participants and deepened in small groups or one-on-one conversations. Self-study periods are deliberately integrated.

### TRAINERS

Our trainer pool consists of country experts with personal experience of living and working in more than 130 partner countries.



#### Language

German (English and other training languages on request)



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
In-person training 1 - 6  
Digital training 1 - 4



**Coaching**  
Bookable



#### Remarks

We recommend combining this training with the training “Complexity and diversity in the international context”. Please note that both timing & format (digital/in-person) of the training are fixed and cannot be customized even when conducted individually.



**Booking link**  
In-person training  
Digital training

### FORMAT & DURATION

**In-person training**  
→ 3 days

**Digital training**  
→ 3 days  
distributed over 4 days (18,5 h)



# PERSONAL SAFETY AND (MENTAL) HEALTH

## Training overview

Training	In-person	Digital	Duration	Language	Page
Basic – Safety and security training for experts departing abroad	✓	–	→ 2,5 days	German/ English	19
Intensive – Safety & security training for experts departing abroad	✓	–	→ 5 days	German/ English	20
Digital: Refresher – Safety & security training for experts departing abroad	–	✓	→ 1 day	German/ English	21
Strengthen your resilience: Dealing with stress and trauma	✓	–	→ 2 days	German/ English	22
Unmasking power: Understanding and acting against sexual harassment and sexism	✓	–	→ 2 days	German/ English	23

## Basic – Safety & security training for experts departing abroad

### LEARNING GOALS

You will learn how to assess dangers and threats in your partner country realistically and know how to act with caution in risky situations.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner. During your deployment abroad, you and your family will spend time in unsafe regions.

### CONTENT

- › Analysis of dangers and risks
- › Dealing with threatening situations in a proactive way
- › Scope for action in violent situations (personal attack, burglary, kidnapping etc.)
- › Strategies for dealing with danger
- › Preventive measures and dealing with situations in the aftermath

We simulate various scenarios in role plays. During these simulations participants play the role of endangered people and perpetrators.

### TRAINERS

Our interdisciplinary trainer pool consists of security experts, psychologists, mediators, coaches, and trainers from the field of civil conflict management.

### FORMAT & DURATION

In-person training  
→ 2,5 days



**Language**  
German, English



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
5–15



**Coaching**  
Not bookable



**Hinweise**  
We recommend combining this training with the trainings “Strengthen your resilience: Dealing with stress and trauma” or “Unmasking power: Understanding and acting against sexual harassment and sexism”. Please make sure to check the information on the training at [learning.giz](https://learning.giz.de).



**Booking link**

## Intensive – Safety & security training for experts departing abroad



### Language

German, English



### Accompanying partners:

Bookable



### Fee-based participation

Bookable  
(subject to availability)



### Number of participants

9–15



### Coaching

Not bookable



### Remarks

The entire training takes place at an external training facility (IBZ Schloss Gimborn, Marienheide). It is very demanding and not suitable for pregnant or nursing women. It is not a substitute for a traditional first-aid course. Childcare and accommodation for non-participating persons are not available at the external location. Please make sure to check the information on the training at [learning.giz](https://learning.giz.de).



### Booking link

### LEARNING GOALS

You will learn how to assess dangers and threats in your partner country realistically and know how to act with caution in risky situations. Furthermore, you will understand how your own behaviour can reduce risks to your projects, programmes and partner organisations.

### TARGET GROUP

You are an expert or manager in the field of international cooperation, or an accompanying partner and you are departing to a region that has an exceptionally high security risk. In your partner country, there is an elevated risk of kidnapping, personal attack or coming under gunfire.

### CONTENT

- › Risk and security analysis
- › Risk prevention: Security at home/in the hotel, behaviour in critical situations such as check points/demonstrations, mine awareness
- › Possible courses of action in violent and critical situations: how to behave when under fire, robbery, sudden kidnappings, being held hostage, natural disasters
- › First aid in cases of life-threatening injuries
- › Dealing with stress due to dangerous situations

This training includes numerous scenarios and exercises in which you can try out and reflect upon your behavioural patterns.

### TRAINERS

Our interdisciplinary trainer pool consists of security experts, psychologists, mediators and coaches as well as trainers experienced in civil conflict management.

### FORMAT & DURATION

In-person training  
→ 5 days



## Digital: Refresher – Safety & security training for experts departing abroad

### LEARNING GOALS

Drawing on your experience and with lively exchanges in small groups, you will refresh your capacity to deal with risks and hazards. You will reinforce the skills you need to cope with threatening situations and will analyse any experiences you may have had in the past. You will become more aware of security risks and possible preventive actions.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner. You already took part in one of our in-person safety and security trainings (basic or intensive) at least 5 years and no more than 10 years ago and now want to brush up on your knowledge (e.g. for a new assignment abroad). Please inquire with your organization about the rules that apply to your departure.

### CONTENT

- › Analysing threats and risks
- › Preventive measures for avoiding dangers
- › Scope for action in violent situations (assault, burglary, etc.)
- › Security on the move (on foot/when driving), at home and in hotels
- › Kidnapping and attacks; natural disasters
- › Reviewing and developing strategies for dealing with dangerous situations; answers to specific questions

Some topics can be covered in greater detail, depending on the priorities and needs of the group.

### TRAINERS

Our pool of trainers includes security experts, psychologists, mediators, coaches and trainers from the field of civil conflict management.



**Language**  
German, English



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
6–10



**Coaching**  
Not bookable



**Remarks**  
This is not an introductory training on safety and security. To take part in this training, you must have completed one of our in-person safety & security trainings (basic or intensive) at least 5 years and no more than 10 years ago.



**Booking link**

### FORMAT & DURATION

Digital training  
→ 1 day

## Strengthen your resilience: Dealing with stress and trauma



### Language

German, English



### Accompanying partners:

Bookable



### Fee-based participation

Bookable  
(subject to availability)



### Number of participants

4–7



### Coaching

Not bookable



### Booking link

### LEARNING GOALS

You are prepared for possible strain and stress during your stay in the partner country. You know how to deal sensitively with people in exceptional and high-stress situations as well with traumatic experiences.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

- › Potential stress factors during assignments abroad
- › Types and impacts of stress, crises, and extreme situations
- › Dealing with people in exceptional and high-stress situations
- › Dealing with emotions after traumatic experiences
- › Personal limits and professional help

The course consists of specialist inputs and discussions, role plays, and numerous exercises. You will reflect on your personal behavioural patterns and develop new strategies.

### TRAINERS

Our trainer pool consists of experienced coaches, psychologists, and mediators.

### FORMAT & DURATION

In-person training

→ 2 days

# Unmasking power: Understanding and acting against sexual harassment and sexism

## LEARNING GOALS

You have become familiar with the framework conditions of sexualised violence and the courses of action available to those affected as well as to bystanders. You are sensitized to boundary violations in yourself and others and know how to act preventively.

## TARGET GROUP

Experts or managers in the field of international cooperation and accompanying partners. This training is not only aimed at women but explicitly at people of all genders.

## CONTENT

- › Understanding the topic of sexualized violence and sexism, dealing with power structures, especially in development cooperation
- › Prevention and intervention at an individual, organizational and structural level, exchange of experiences and analysis of case studies
- › Recognizing and breaking through dynamics of violence, recognizing one's own and others' boundaries, dealing with sexism
- › First aid and support for those affected in critical situations, intervention options and structures
- › Options for action within your own role, e.g. as a team leader, colleague, project manager for vulnerable target groups, accompanying partner

## TRAINERS

The trainers have many years of (training) experience in the areas of organisational development, power and discrimination as well as structural gender-based violence.



**Language**  
German, English



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
5–12



**Coaching**  
nicht buchbar



**Booking link**

## FORMAT & DURATION

In-person training  
→ 2 days



# ABROAD AS A FAMILY

## Training overview

Training	In-person	Digital	Duration	Language	Seite
Digital: Moving and living abroad with your partner	–	✓	→ 4 days	English	25
Digital: Moving and living abroad with children	–	✓	→ 3 days	English	26

## Digital: Moving and living abroad with your partner

### LEARNING GOALS

You are well prepared for going abroad together with your partner as well as the opportunities and challenges in your country of assignment and how to master them as a couple. You were able to reflect on your own role as well as your professional goals and are now able to successfully implement these, also in the sense of self-care.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

This training helps you

- › prepare for the process of arrival as well as living in your country of assignment as a couple in an ideal way,
- › reflect on your own personal role in terms of your relationship with your partner and/or family,
- › scrutinise your personal goals, planning them realistically and implementing them successfully, and to look at your professional biography,
- › give self-care the right significance in difficult situations, and
- › prepare for your return or prepare for a second deployment in a different country abroad.

### TRAINERS

Our pool of trainers consists of experienced trainers and coaches who have worked in international cooperation themselves or have lived abroad as accompanying partners.



#### Language

German, English



#### Accompanying partners:

Bookable



#### Fee-based participation

Bookable  
(subject to availability)



#### Number of participants

4–9



#### Coaching

Bookable



#### Booking link

### FORMAT & DURATION

Digital training

→ 4 days

## Digital: Moving and living abroad with children



**Language**  
German, English



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
4–9



**Coaching**  
Bookable



**Booking link**

### LEARNING GOAL

You are well prepared for going abroad together with your children as well as for the opportunities and challenges in your country of assignment as a family. You were able to reflect how to prepare your kids age appropriate for the new phase of life.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

This training helps you

- › support your children in an age-appropriate and diversity-sensitive way during departure, arrival, and settling in in the host country,
- › become familiar with the sociological category of “Third Culture Kids” as well as their specific challenges and opportunities,
- › identify symptoms of culture shock or homesickness in children, sensitize for cultural complexity in the context of transcultural learning and develop individual coping strategies,
- › get to know the pros and cons of various types of schools in the host country and develop clarity about your own decision-making criteria, and
- › gain an understanding of multilingualism and accompany children appropriately in language learning.

### TRAINERS

Our pool of trainers consists of experienced trainers and coaches who have worked in international cooperation themselves or have lived abroad as accompanying partners.

### FORMAT & DURATION

Digital training  
→ 3 days



[www.giz.de/akademie/en/html/36.html](http://www.giz.de/akademie/en/html/36.html)

2025



# LANGUAGE AND COMMUNICATION

## Training overview

Training	In-person	Digital	Duration	Language	Page
Language training: Arabic, English, French, Spanish	✓	–	→ One or two weeks: 28 teaching units per week of 45 minutes each (plus self-study)	German <sup>1</sup>	29
Language training: Local and regional languages	✓	–	→ One or two weeks: 28 teaching units per week of 45 minutes each (plus self-study)	German <sup>1</sup>	30
<b>NEW!</b> Compact language training: <sup>2</sup> Arabic, English, French, Spanish	✓	–	→ One or two weeks: 20 teaching units per week of 45 minutes each (plus self-study)	German <sup>1</sup>	31
Digital: Language training	–	✓	→ Duration and scope can be booked flexibly: One to four weeks, minimum 20 units of 45 minutes each (plus self-study)	German <sup>1</sup>	32
Effective facilitation in the international context	✓	–	→ 3 days	English	33
Effective negotiation in the international context	✓	–	→ 3 days	English	34
Effective presentation in the international context	✓	–	→ 3 days	English	35

<sup>1</sup> English and other training languages on request  
<sup>2</sup> in the morning

## Language training:

### Arabic, English, French, Spanish

#### LEARNING GOALS

In this intensive language training you will acquire, expand or deepen your communicative skills, tailored to your personal language level and your work in international cooperation. Learning objectives can be defined jointly with your trainer.

#### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

#### CONTENT

Training for beginners and advanced learners in our most frequently booked languages: Arabic, English, French and Spanish. Available for all language levels from A1 to C1.

- › The contents are based on your learning requirements and focus on supporting the development and improvement of communication skills for your everyday and the work life.
- › You will learn phrases for different occasions and practice your language skills in realistic situations.
- › You will learn about diversity and gender-specific aspects that enable culturally sensitive language use.

Various methods such as dialogues, role plays, vocabulary and pronunciation training support your learning experience.

#### TRAINERS

Our team of trainers consists of experienced, native-speaking language trainers.



**Language**  
German  
(Other training languages on request)



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Not bookable



**Number of participants**  
1–4



**Coaching**  
Bookable



**Booking link**

#### FORMAT & DURATION

##### In-person training

→ Full-day

→ One or two weeks:

28 teaching units per week of 45 minutes each (plus self-study)

## Language training: Local and regional languages



**Language**  
German  
(Other training languages  
on request)



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Not bookable



**Number of participants**  
1–4



**Coaching**  
Bookable



**Remarks**  
As some languages  
require a longer lead  
time for planning,  
please book early.



**Booking link**

### LEARNING GOALS

In this intensive language training you will acquire, expand or deepen your communicative skills, tailored to your personal language level and your work in international cooperation. Learning objectives can be defined jointly with your trainer.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

Training for beginners and advanced learners in around 60 languages spoken in the countries and regions of international cooperation. Available for all language levels from A1 to C1.

- › The contents are based on your learning requirements and focus on supporting the development and improvement of communication skills for your everyday and the work life.
- › You will learn phrases for different occasions and practice your language skills in realistic situations.
- › You will learn about diversity and gender-specific aspects that enable culturally sensitive language use.

Various methods such as dialogues, role plays, vocabulary and pronunciation training support your learning experience.

### TRAINERS

Our team of trainers consists of experienced, native-speaking language trainers.

### FORMAT & DURATION

#### In-person training

→ Full-day

→ One or two weeks:

28 teaching units per week of 45 minutes each (plus self-study)

## NEW – Compact language training: Arabic, English, French, Spanish

### LEARNING GOALS

In this compact language training you will acquire, expand or deepen your communicative skills, tailored to your personal language level and your work in international cooperation. Learning objectives can be defined jointly with your trainer.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

Language training in the morning for beginners and advanced learners in our most frequently booked languages: Arabic, English, French and Spanish. Available for all language levels from A1 to C1.

- › The contents are based on your learning requirements and focus on supporting the development and improvement of communication skills for your everyday and the work life.
- › You will learn phrases for different occasions and practice your language skills in realistic situations.
- › You will learn about diversity and gender-specific aspects that enable culturally sensitive language use.

Various methods such as dialogues, role plays, vocabulary and pronunciation training support your learning experience.

### TRAINERS

Our team of trainers consists of experienced, native-speaking language trainers.



**Language**  
German  
(Other training languages on request)



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Not bookable



**Number of participants**  
1–4



**Coaching**  
Bookable



**Remarks**  
The afternoons can be used for autonomous learning (for example at our learning stations language balloon or wall of numbers).



**Booking link**

### FORMAT & DURATION

#### In-person training

→ In the morning from 8.30 AM to 12 noon

→ One or two weeks:

20 teaching units per week of 45 minutes each (plus self-study)



## Digital: Language training



### Language

German  
(Other training languages  
on request)



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Not bookable



**Number of participants**  
1–2



**Coaching**  
bookable



### Remarks

As some languages  
require a longer  
lead time for planning,  
please book early.



**Booking link**

### LEARNING GOALS

In this digital language training you will acquire, expand or deepen your communicative skills, tailored to your personal language level and your work in international cooperation. Learning objectives can be defined jointly with your trainer.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

Flexible digital training for beginners and advanced learners in around 60 languages with a customizable number of teaching units.  
Available for all levels from A1 to C1

- › The contents are based on your learning requirements and focus on supporting the development and improvement of communication skills for your everyday and the work life.
- › You will learn phrases for different occasions and practice your language skills in realistic situations.
- › You will learn about diversity and gender-specific aspects that enable culturally sensitive language use.

Various methods such as dialogues, role plays, vocabulary and pronunciation training support your learning experience.

### TRAINERS

Our team of trainers consists of experienced, native-speaking language trainers.

### FORMAT & DURATION

#### Digital training

- Full-day
- Duration and scope can be booked flexibly: One to four weeks, minimum 20 units of 45 minutes each (plus self-study)

## Effective facilitation in the international context

### LEARNING GOALS

You are able to facilitate meetings, workshops, and events in the field of international cooperation. You have expanded your language skills and have learned to use facilitation techniques that match the specific requirements of the circumstances, the target group and the cultural context.

### TARGET GROUP

You are an expert or manager in the field of international cooperation.

### CONTENT

- › Tasks and roles of a facilitator
- › Rules and processes of facilitation
- › Visualisation techniques
- › Means of expression for shaping the facilitation process
- › Intercultural and gender-specific aspects of facilitation

You will be introduced to and practice various methods and techniques of effective facilitation in order to enlarge your repertoire and develop your skills. Feedback rounds will provide valuable support for your learning process.

### TRAINERS

Our trainer pool consists of bilingual communication trainers with intercultural experience.

### FORMAT & DURATION

In-person training  
→ 3 days



**Language**  
English



**Accompanying partners:**  
Not bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
4–12



**Coaching**  
Bookable



**Remarks**  
You need to have advanced language skills with a level of at least B2 in English.



**Booking link**

## Effective negotiation in the international context



**Language**  
English



**Accompanying partners:**  
Not bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
4–12



**Coaching**  
Bookable



**Remarks**  
You need to have  
advanced language  
skills with a level of  
at least B2 in English.



**Booking link**

### LEARNING GOALS

You have strengthened your competencies to work in a culturally appropriate way to reach your goals or achieve consensus in English-language negotiations on different levels. The course gives you language-specific tools, methods, and strategies to achieve this.

### TARGET GROUP

You are an expert or manager in the field of international cooperation.

### CONTENT

- › Preparing negotiations
- › Self-assessment of the negotiation style
- › Phases of the negotiation process
- › The Harvard negotiation model
- › Intercultural and gender-specific aspects of negotiation

A broad range of methods, such as simulations, case studies, critical incidents, trainer inputs and discussions provide the opportunity to understand and apply the negotiation model and receive feedback.

### TRAINERS

Our trainer pool consists of bilingual communication trainers with intercultural experience.

### FORMAT & DURATION

In-person training  
→ 3 days

## Effective presentation in the international context

### LEARNING GOALS

You will learn how to give confident presentations in English that win over your audience.

### TARGET GROUP

You are an expert or manager in the field of international cooperation.

### CONTENT

- › Structure of a presentation
- › Visualisation
- › Body language
- › Intercultural and gender-specific aspects of presentation

Sample presentations and checklists, discussions, self-assessment and reflection using video recordings, as well as feedback from.

### TRAINERS

Our trainer pool consists of bilingual communication trainers with intercultural experience.

### FORMAT & DURATION

In-person training  
→ 2 days



**Language**  
English



**Accompanying partners:**  
Not bookable



**Fee-based participation**  
Bookable  
(subject to availability)



**Number of participants**  
4–12



**Coaching**  
Bookable



**Remarks**  
You need to have  
advanced language  
skills with a level of  
at least B2 in English.



**Booking link**



# MANAGEMENT AND CONSULTING

## Training overview

Training	In-person	Digital	Duration	Language	Page
Roles and competencies in consulting	✓	–	→ 5 days	German/ English	37
Project management in international cooperation	✓	–	→ 5 days	German/ English	38

# Roles und Competencies in Consulting

## LEARNING GOALS

This training helps you to improve your consulting skills and gain a better understanding of the diversity of roles of a consultant in international cooperation. You will find out how to actively shape relationships with clients. Moreover, you will develop increased awareness of the opportunities and limitations of specific consulting interventions in different intercultural contexts.

## TARGET GROUP

You are an expert or manager in the field of international cooperation.

## CONTENT

- › Analysis of the consultancy assignment
- › Managing consulting processes
- › Finding your way around the spectrum of roles of a consultant
- › Aspects of the consulting assignment: shaping the client relationship, relevance of cultural considerations, etc.
- › How the consultants perceive their role

## TRAINERS

Our trainer pool consists of consultants who support various German organisations working in international cooperation and their project partners with management of complex projects and change processes in different sectors and regions.



### Language

German, English



### Accompanying partners:

Not bookable



### Fee-based participation

Not bookable



### Number of participants

5–9



### Coaching

Bookable



### Booking link

## FORMAT & DURATION

In-person training

→ 5 days

## Project management in international cooperation



### Languages

German, English



### Accompanying partners:

Not bookable



### Fee-based participation

Bookable  
(subject to availability)



### Number of participants

5–9



### Coaching

Bookable



### Booking link

### LEARNING GOALS

Besides being able to apply different concepts, processes, and instruments of integrated project management in a contextual way, you will have a better understanding of current trends such as the feminist development policy and strengthen your project management skills with a focus on multidisciplinary and diverse teams.

### TARGET GROUP

You are an expert or manager in the field of international cooperation.

### CONTENT

- › Evolution of project management: Logical Framework, Project Cycle Management, Managing for Results
- › Overview of project management instruments
- › Results-oriented monitoring – step-by-step
- › Interplay between management and culture
- › Challenges in the context of fragility, conflict, and change

### TRAINERS

Our trainer pool consists of consultants who support various German organisations working in international cooperation and their project partners with management of complex projects and change processes in different sectors and regions.

### FORMAT & DURATION

#### In-person trainings

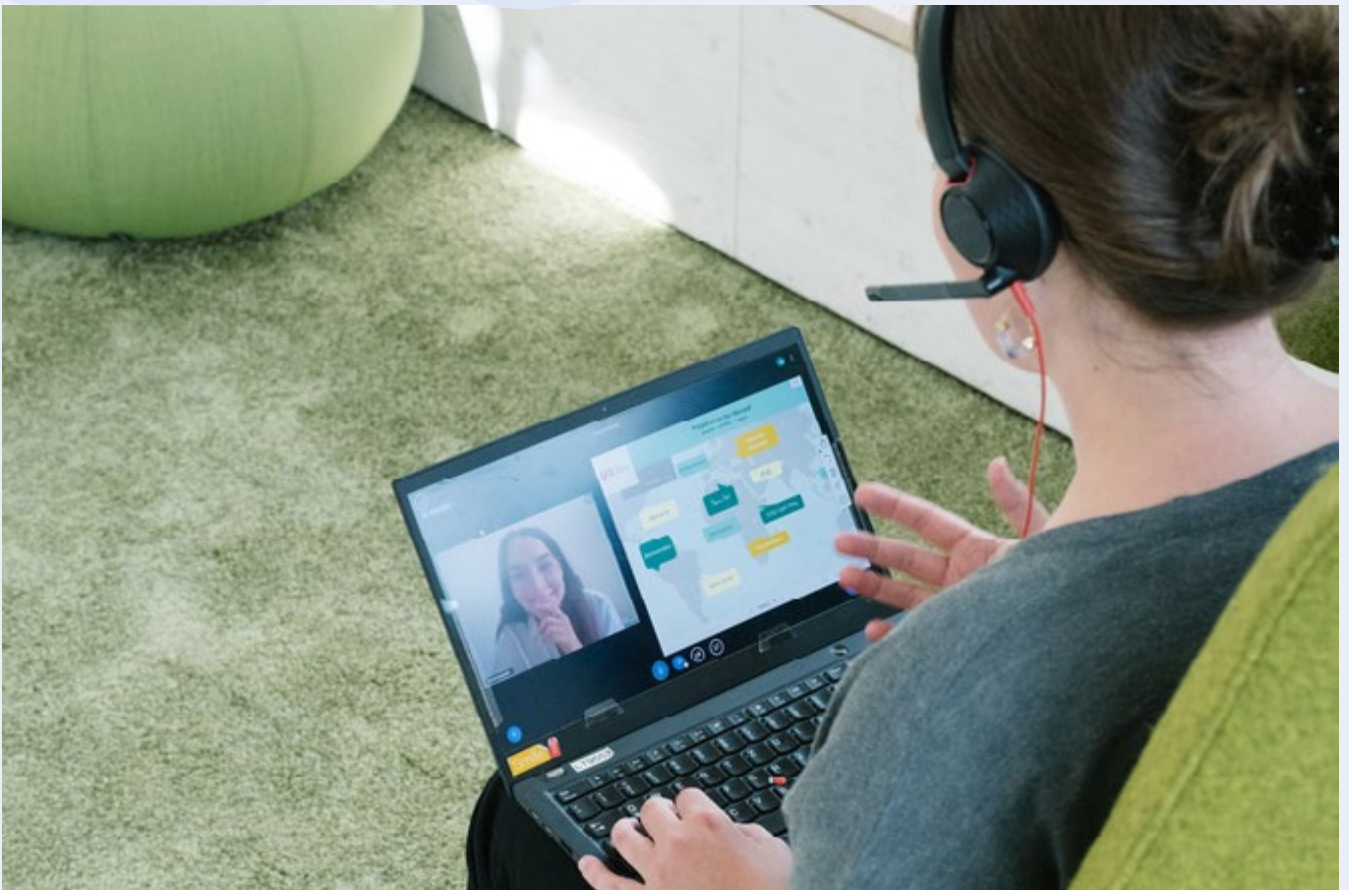
→ 5 days

# 2025



YEARS

<https://www.giz.de/akademie/en/html/36.html>



# FREE CHOICE OF TOPIC AND FLEXIBLE BOOKING

## Training overview

Training	In-person	Digital	Duration	Language	Page
Learning 4 Development – Focus on your topic	✓	✓	→ Flexible booking over the year up to 2 times (duration 2 days)	German/ English	41
Time 2 Learn – Focus on your learning	✓	–	→ 1–3 days	German/ English	42



## Learning 4 Development - Focus on your topic

### LEARNING GOALS

You will effectively familiarise yourself with a topic of your own choice which is meaningful for the work abroad with the support of a learning tutor, who will help you reach your individual learning goals more easily.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

- › clarification and specification of your learning goal
- › detailed research on your topic by your learning tutor
- › self-guided learning with the support of a learning tutor (incl. advice on selecting a targeted learning strategy)
- › an individualised media package tailored to your needs
- › reflection of learning process and clarifying options for continuing your individual learning

### TRAINERS

Our learning tutor pool consists of experienced researchers and social scientists.

### FORMAT & DURATION

#### In-person Training/Digital Training

- Flexible booking over the year up to 2 times within the authorization period (duration 2 days)



#### Language

German, English



#### Accompanying partners:

Bookable



#### Fee-based participation

Not Bookable



#### Number of participants

1-4



#### Coaching

Not bookable



#### Remarks

This training is available up to two times during the authorization period. Please provide us with the desired topic when making your booking.



#### Booking link

In-person training  
Digital training

## Time 2 Learn - Focus on your learning



**Language**  
German, English



**Accompanying partners:**  
Bookable



**Fee-based participation**  
Not Bookable



**Number of participants**  
1



**Coaching**  
Not Bookable



**Remarks**  
For the use of this free offer, registration is required. You have a contingent of three days at your disposal. The time is individually selectable.



**Booking link**

### LEARNING GOALS

You define your own learning objectives. You work on topics that concern you in the context of your departure, your work in the partner country or otherwise with regard to your stay abroad. You learn individually or in collaboration with others who are at the Campus Kottenforst.

### TARGET GROUP

You are an expert or manager in the field of international cooperation or an accompanying partner.

### CONTENT

To start your study time, you can receive a short introduction to the (digital) learning landscape if required. You can find our staff members at the service desk of the Campus Library MIA.

The Time 2 Learn self-study day is ideal if:

- › you would like to prepare for a course, e.g. by familiarising yourself with recommended literature in advance.
- › you would like to deepen your knowledge of materials immediately after a training.
- › you would like to use time between trainings for self-study days.
- › you are returning to Germany for a short period during your assignment; in this case, you will have the opportunity to use a self-study day to deepen your knowledge of topics that have become relevant in your work context.

### TRAINERS

You learn independently, from and with others.  
If needed, you can request support from the colleagues at our campus library.

### FORMAT & DURATION

In-person training  
→ 1–3 days



# 2025

<https://www.giz.de/akademie/en/html/36.html>

Topic	Training					Dates	
		In-person	Digital	MAP <sup>1</sup>	KT <sup>2</sup>	January	February
DIVERSITY AND INTERNATIONAL CONTEXT	<u>Complexity and diversity in the international context</u>	✓	–	✓	✓	13. – 14.01.	–
	<b>NEW!</b> <u>Digital: Power and privilege in the postcolonial context</u>	–	✓	✓	✓	–	18. – 20.02.
	<u>Country analysis</u> <sup>3</sup>	✓	–	✓	✓	15. – 17.01.	–
	<u>Digital: Country analysis</u> <sup>3</sup>	–	✓	✓	✓	–	03. – 06.02.
PERSONAL SAFETY AND (MENTAL) HEALTH	<u>Basic – Safety and security training for experts departing abroad</u>	✓	–	✓	✓	27. – 29.01.	24. – 26.02.
	<u>Intensive – Safety and security training for experts departing abroad</u>	✓	–	✓	✓	–	–
	<u>Digital: Refresher – Safety and security training for experts departing abroad</u>	–	✓	✓	✓	–	20.02.
	<u>Strengthen your resilience: Dealing with stress and trauma</u>	✓	–	✓	✓	–	–
	<u>Unmasking power: Understanding and acting against sexual harassment and sexism</u>	✓	–	✓	✓	–	27. – 28.02.
ABROAD AS A FAMILY	<u>Digital: Moving and living abroad with your partner</u>	–	✓	✓	✓	–	–
	<u>Digital: Moving and living abroad with children</u>	–	✓	✓	✓	20. – 22.01.	–
LANGUAGE AND COMMUNICATION	<u>Language training: Local and regional languages</u> <sup>3</sup> (one or two weeks)	✓	–	✓	–	20. – 24.01. 20. – 31.01.	–
	<u>Language training: Arabic, English, French, Spanish</u> <sup>3</sup> (one or two weeks)	✓	–	✓	–	20. – 24.01. 20. – 31.01.	10. – 14.02. 10. – 21.02.
	<b>NEW!</b> <u>Compact language training</u> <sup>3, 4</sup> Arabic, English, French, Spanish (one or two weeks)	✓	–	✓	–	20. – 24.01. 20. – 31.01.	–
	<u>Digital: Language training</u> <sup>3, 5</sup>	–	✓	✓	–		
	<u>Effective facilitation in the international context</u>	✓	–	–	✓	27. – 29.01.	17. – 19.02.
	<u>Effective negotiation in the international context</u>	✓	–	–	✓	–	24. – 26.02.
	<u>Effective presentation in the international context</u>	✓	–	–	✓	30. – 31.01.	–
MANAGEMENT AND CONSULTING	<u>Roles and competencies in consulting</u>	✓	–	–	–	13. – 17.01.	–
	<u>Project management in international cooperation</u>	✓	–	–	✓	–	10. – 14.02.
FREE CHOICE OF TOPIC AND FLEXIBLE BOOKING	<u>Learning 4 Development – Focus on your topic</u>	✓	–	✓	–		
	<u>Digital: Learning 4 Development – Focus on your topic</u>	–	✓	✓	–		
	<u>Time 2 Learn – Focus on your learning</u>	✓	–	✓	–		

<sup>1</sup> MAP (Mitausreisende Partner\*innen): also for accompanying partners

<sup>2</sup> KT (Kostenpflichtige Teilnahme): a fee-based participation is possible if there are places available

# 4ABROAD

## OVERVIEW – TRAININGS IN ENGLISH 2025

March	April	May	June	July	August	September	October	November	December
–	10. – 11.04.	–	30.06. – 01.07.	21. – 22.07.	11. – 12.08.	–	06. – 07.10.	–	01. – 02.12.
–	–	26. – 28.05.	–	–	–	23.–25.9.	–	–	03. – 05.12.
05. – 07.03.	–	07. – 09.05.	–	02. – 04.07. 23. – 25.07.	13. – 15.08.	–	–	05. – 07.11.	03. – 05.12.
31.03. – 03.04.	–	–	02. – 05.06.	14. – 17.07.	–	01. – 04.09.	06. – 09.10.	–	–
17. – 19.03.	–	12. – 14.05.	–	14. – 16.07.	04. – 06.08. 25. – 27.08.	15. – 17.09.	20. – 22.10.	10. – 12.11.	15. – 17.12.
10. – 14.03.	–	19. – 23.05.	–	28.07. – 01.08.	–	–	–	03. – 07.11.	–
–	–	22.05.	–	31.07.	–	25.09.	–	20.11.	–
20. – 21.03.	–	–	–	17. – 18.07.	–	18. – 19.09.	–	–	–
–	–	–	–	–	–	–	23. – 24.10.	–	18. – 19.12.
24. – 27.03.	–	–	10. – 13.06.	–	–	–	–	10. – 13.11.	–
–	28. – 30.04.	–	–	–	–	–	–	–	08. – 10.12.
10. – 14.03. 10. – 21.03.	–	12. – 16.05. 12. – 23.05.	–	07. – 11.07. 07. – 18.07.	18. – 22.08. 18. – 29.08.	–	13. – 17.10. 13. – 24.10.	17. – 21.11. 17. – 28.11.	–
10. – 14.03. 10. – 21.03.	07. – 11.04. 07. – 17.04.	12. – 16.05. 12. – 23.05.	–	07. – 11.07. 07. – 18.07. 28.07. – 01.08. 28.07. – 08.08.	18. – 22.08. 18. – 29.08.	08. – 12.09. 08. – 19.09.	13. – 17.10. 13. – 24.10.	17. – 21.11. 17. – 28.11.	–
10. – 14.03. 10. – 21.03.	–	12. – 16.05. 12. – 23.05.	–	07. – 11.07. 07. – 18.07.	–	–	13. – 17.10. 13. – 24.10.	17. – 21.11. 17. – 28.11.	–
Available for weekly booking (training start on Monday)									
17. – 19.03.	14. – 16.04.	19. – 21.05.	16. – 18.06.	14. – 16.07.	25. – 27.08.	15. – 17.09.	20. – 22.10.	17. – 19.11.	15. – 17.12.
–	23. – 25.04.	–	11. – 13.06.	02. – 04.07.	04. – 06.08.	–	08. – 10.10.	–	10. – 12.12.
20. – 21.03.	–	22. – 23.05.	–	17. – 18.07.	28. – 29.08.	–	23. – 24.10.	–	18. – 19.12.
10. – 14.03.	–	–	02. – 06.06.	28.07. – 01.08.	25. – 29.08.	–	–	–	08. – 12.12.
–	–	–	–	14. – 18.07.	–	–	–	10. – 14.11.	–

Flexible booking over the year up to 2 times (duration 2 days)

Flexible booking over the year up to 2 times (duration 2 days)

Flexible booking over the year up to 3 times (duration 1 day)





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Cooperation (AIZ)

PROGRAMME

2025

 **skills**  **4** **abroad**

Prepare – Connect – Support