



## *Human Resources*

*"Employees are the main resource of the organization. An organization can get any height level and get a better result through them high mediation.*

*So, every time we are trying to develop, motivate and protect our employees"*



# The main strategic OD Goal for 2019-2023

*Improve the process of strengthening the organizational structures of Caritas in order to ensure sustainability, readiness to withstand challenges, the ability to use existing resources and gain new ones more effectively, while adhering to core values and traditions*



# Polices and Procedures

1. The Recruitment and Hiring procedure
2. Induction. On – boarding procedure
3. Performance management
4. Staff Development



# CUA Learning Path

## Strategic objective:

- Systematically improve the qualifications of staff at national offices
- To train and upgrade one's skills CUA employees like trainers / consultants/mentors according to the specified training modules 7 lines ( Management of organization, Project management, HR, Finance, PR , MEAL , Safety & Security ) for support, consultation and institutional capacity building of Caritas Network



# The way of CUA Learning Path



## Features of a Pre-Training Program



# Performance management



Regular and systematic performance development provides management with the information for making informed decisions about conferring qualifications, elaborating training system and employees' individual development plans.





# Performance management

## **Objective:**

Performance management is a necessary tool for studying the quality of the human resources capacity of the organization, personnel's strengths and areas for improvement, as well as the basis for improving individual labor skills and increasing employees' qualification. Since the evaluation results determine position of the employee in the organization and the prospects of his/her further relocations, therefore they are an important motivational factor for improving performance outcome and attitude to work

Improvement of the management of the organization's activity presents the focal point of this complex of goals and directions for carrying the personnel evaluation. The organization cannot rely on long-term development without effective human resources management and organization of their activities. This is accomplished through the personnel evaluation, as a starting point of the staff advancement, its motivation and corresponding remuneration. In analyzing current activity, the focus is made on employee's work performance. Prospective activity is regulated by the decision for personnel placement, rotation, relocation and training, which requires evaluation of the abilities, individual qualities, and motivation to predict the potential prospects for the employee. Obtained findings provide the basis for effective personnel decisions in the situation of sound organization of human resources work





# Network Development

## Strategic objective:

- To provide and implement CUA policies and procedures
- Implementation of the Standards of Management of Caritas Internationalis
- To create strong organization structures
- To ensure systematic self-assessment and external evaluation of network organizations
- To train and top up qualification of Caritas Network key staff according to the specified training modules 7 lines ( Management of organization, Project management, HR, Finance, PR , MEAL , Safety & Security with the help of CUA national staff ( training, consultation, mentoring)



# Learning Path for local Directors

**Strategic objective:** Caritas Ukraine as a network is able to start functioning according to Caritas Internationalis Management Standards

**Initiative outputs:** Caritas Local Directors improved their knowledge and skills on NGO management.

**Suggested duration of the program:** 18 month

**Learning Path Process description:**

- 1.Pre-training needs assessment;
- 2.Development of the agenda and getting feedback from the participants;
- 3.Training and post-training assessment;
- 4.Follow-up activities and assessment

**Topics :**

NGO Governance: leadership and system;  
Strategic planning and task management;  
Financial management for non-finance managers;  
PR activities and strategy.  
Resource management and Fundraising;  
Partnerships building;  
HR management and Volunteer management;  
Social entrepreneurship



# What we expect to receive?

Strong and develop Caritas Ukraine Network with extensive infrastructure works with unify standards





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