Finances/Human resources Coordinators Training - July, 5th to July 16th - Paris

	Monday 5	Tuesday 6	Wednesday 7	Thursday 8	Friday 9	Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	
9 h	Opening	Case study Malawi						Day off			9 h
		getting started on your job		Cash and tresury management	Administrative management	Administrative management	Drawing up a quality budget	Day off		Institutionnal fundings	
10 h			Job descriptions		national staff	international staff			Legal issues		10 h
						10h00					
11 h	11h00			11h00	11h00		continued				11 h
	MSF : how it is			111100	Medical policy					11h30	
	organised				ou.ou. pooy					FAQ	
12 h		12h00	12h00		11h45	salary scale		Day off	12h00		
	Organisation of the				HOMERE	Salary Scale					12 h
	FI/RH function	Introduction to staff	Function scale	Accounting - SAGA :						12h30	
		administrative management							End of contract	Information meeting	
13 h	lunch (provided)	lunch (provided)	lunch (provided)	lunch (provided)	lunch (provided)	lunch (provided)	lunch (provided)		lunch (provided)	lunch (provided)	13 h
14h	14h15 HR policies		Function scale	Correct / Analyse		Training policy	Drawing up a quality budget	Day off	Abusive behaviours management		14h
		Purchasing procedures	continued	Accounting		15h00	"			Emergencies	
15 h	15h15			15h00	HOMERE	Drawing up a quality budget	continued				15 h
	Financial policies				continued	buaget			15h30	15h30	
			15h45								
16 h						Managing the budget			Budget follow up	Carrying out individual	16 h
1011			Organigram	Recruitment process		and means		Day off		reviews	1011
	16h30	16h30									
17 h	Institutional fundings		team's organisation				17h00				17 h
17 n	17h15						1/nuu GUPA		17h30		17 N
	the missions of the FI/RH	Money security							Organizing daily tasks		
	team						Associative issues				
18h30							Drinks				18h30
19h											19h