



YOUNG EXPERT PREPARATION PLAN



Netherlands Water Partnership
YEP Programmes

www.nwp.nl
www.yepprogrammes.com

young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

Dear Young Experts,

Welcome to YEP Programmes!

It is our great pleasure to welcome you to YEP Programmes! We hope you will have a great time preparing for your YEP training and your YEP position.

This booklet intends to prepare you for the exciting 3-week training programme that lies ahead of you, please click [here](#) to view the Training Programme. The training starts on Monday 17 of September and ends at Friday 5 of October. The individual and collective training focuses on two central elements; your personal development and the launch of your international career!

We kindly ask you to fill in the Preparatory Survey, please click [here](#) to view the form. Once you have filled in the form, do not forget to continue reading this booklet to learn more of the details on how you will be trained and coached.

Please note that this booklet is not an official confirmation of your participation in YEP Programmes. The final confirmation is realised once all documents have been approved and the YEP-contract between the organisation and the Young Expert has been signed.

In case you have any questions, please contact our training coordinator Jelmer Klinkenberg: j.klinkenberg@nwp.nl or +31 6 17183596.

Good luck and looking forward to seeing you soon!

Kind regards on behalf of YEP Programmes,

[Marjon Reiziger](#)

Programme Manager



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

the yep philosophy

The Young Expert Programmes (YEP Programmes) contributes to dynamic international Water – and Agrofood networks by facilitating the access to these networks for a new generation of (young) professionals. Dutch Young Experts are provided with the opportunity to gain work experience abroad and local Young Experts start their international career through Dutch organisations in their country. In 2013, YEP Water was launched with the objective to ensure professionalism and expertise in the international water sector. In 2015, YEP Agrofood came into force in response to the far-reaching internationalization of trade flows and the increasing

attention for sustainable development in emerging markets and developing countries. The current YEP Programmes are funded by the Dutch Ministry of Foreign Affairs, together with the participating Dutch organisations in YEP Programmes. Since 2013, nearly 350 Young Experts in 38 countries have been working with over 100 different organisations and gained international experience in the water and agrofood sectors via YEP Programmes. Characterising for YEP Programmes is the blended mix of training, learning and working. The training focuses on three areas of development which merge and blend with each other:



Individual Development

Your personal learning targets are laid down in a Personal Development Plan (PDP). Besides personal learning targets, this plan includes a development plan that is tailored to the specifics of your position and location. The Myers-Brigs Type Indicator (MBTI) is part of the YEP Personal Development Programme and serves as an important input for the training sessions.

Collective Development

The collective development focuses on various aspects that have proven to be useful in a working environment that consists mainly of intercultural teams.

Networking & innovation

An important part of the training programme is to enable and stimulate you to use your networking skills. Both active and alumni Young Experts are connected through an online platform called Basecamp. This platform is actively used by the Young Experts to share experiences, ask for advice and connect with each other. Additionally, the alumni also have the opportunity to join the YEP-Nuffic alumni network. Intervention weekends in the countries and/or regions are organised by the young experts (active and alumni) with support of the YEP Programmes.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management Trainers	28
Details role Supervisor and Mentor	29
How to write a personal development plan	35
Details Program Bureau	37
	39

4



overview important facts

You will start with the YEP preparatory training, which takes place from 17 September until 5 October in the Netherlands.

The training is full-time, both during the day and evening, and is mandatory for all Young Experts (YE).

Important dates:

- **All YE:** Kick-off of start training for all Young Experts and mentors of the organisations
 - Monday 17 September 2018 at 13:00PM
- **All YE:** End date for all the Young Experts:
 - Friday 5 October 2018 (during the weekend there is no training)
- **All YE:** Kick-out of the start training for all Young Experts and mentors:
 - Friday 5 October 2018
- **Local YE:** Introduction programme at the organisation for the local Young Experts:
 - Tuesday 18, Wednesday 19 and Thursday 20 September 2018
- **Local YE:** Start of training weeks for local Young Experts:
 - Friday 21 September 2018
- **Local YE:** For the local Young Experts you will have a MBTI feedback meeting on:
 - Tuesday 18 or Wednesday 19 September 2018 (Please Respond to the email from Anne de Groot or Paul van Essen). See the attached PDF in the email of Jelmer Klinkenberg for the schedule.
- **Dutch YE:** Start of training weeks for Dutch Young Experts:
 - Tuesday 18 September 2018
- **Dutch YE:** For the Dutch Young Experts you will have a MBTI feedback meeting in:
 - the week prior to the training weeks

To do before the start training:

- **All YE:** If you haven't this done yet: Please fill in the [Preparatory Survey](#) as we need your details to arrange an invitation letter & hotel booking confirmation for all the local Young Experts
- **All YE:** Arrange your flight tickets with your organisation
- **All YE:** Adhere to the latest programme information online and make sure you will be on time for the training.
[Programme](#)
- **All YE:** Make sure you have a well-working laptop which you will bring to the Training
- **All YE:** Before, during and after the training we communicate via basecamp and whatsapp so please make sure you accept the basecamp invitation we send you by email
- **All YE:** After the training you will receive all training material (presentations, documents, links etcetera) on your personal page on the website.
- **Local YE:** Request your visa as soon as possible, use invitation letter + hotel booking confirmation
- **Local YE:** Talk to your mentor about your introduction programme and accommodation at your organisation in NL for the week of the kick-off.
- **Local YE:** For the MBTI:
 - Make sure you attend the MBTI meeting in first week. See the attached PDF in the email of Jelmer Klinkenberg for the schedule. If prevented from attending, please contact Jelmer Klinkenberg (j.klinkenberg@nwp.nl).
 - Respond to the e-mail from Anne de Groot or Paul van Essen and fill in the MBTI test.
 - Prepare a 5 minute pitch about yourself for the MBTI-day by using a maximum of three slides. No further requirements, but you will have to present yourself at NWP at 21 September.
- **Local YE:** The Netherlands have a temperate maritime climate



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

influenced by the North Sea and Atlantic Ocean, with cool summers and moderate winters. Come prepared and take enough warm clothes with you.

- **Dutch YE:** For the MBTI:
 - An MBTI test and feedback meeting of about 1.5 hrs is scheduled with you in advance of the training, you will receive information on the details from Lonneke van Klei. For Dutch Young Experts, this is planned in the week before the kick-off (10 until 14 September) and will be held at the NWP office.
- **Dutch YE:** You will attend a fulltime training programme on personal development during the first week (17 - 21 September), with one overnight stay in Veessen. Most of your second and third week will take place in Leidschendam where you will be staying, with exception of the weekend.
- **Dutch YE:** When you are traveling with public transport to the trainings location in Veessen, kindly inform the YEP trainer coordinator a week beforehand so YEP can reserve a taxi for you to pick you up from the station.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

6



factsheet coaches

professional coaches

All Young Experts are linked to a coach which will be appointed by the YEP Programme bureau. You will meet your coach during the training weeks in the Netherlands, and during your time abroad you will keep in contact via e-mail and Skype, usually once a month or six weeks. The coaches support you in drafting your personal development plan, and also potentially play a key role in your personal development. The coaches are able to provide support with any issues that you might encounter with regard to living and working in an international environment. You are encouraged to keep your coaches informed about your progress and development, as the coaches can provide unbiased support.

YEP currently works with the following coaches:



Anne de Groot
adg@larkconsult.nl

Anne (1953) has around 20 years of experience in dealing with change in the energy and water sectors. He has served both in the Netherlands, as a hands-on

director of Dutch companies, as well as abroad, as a managing director of an internationally operating water company. He thereby strongly focuses on exploring how the talents and personal motivations of people can be tailored to the needs of the organisation in times of change. He has a keen interest in personal motivation and development.

In addition to his initial training in civil engineering at TU Delft, and later to industrial engineer at the Technical University of Twente, Anne completed a study psycho-synthesis in 2004 which includes (among other things) models for individual coaching. Anne has worked for about 4 years as a business developer in the environmental market and approximately 10 years in the international research and implementation of projects for a big Dutch contractor for dredging and excavation



Paul van Koppen
p.vankoppen@nwp.nl

Paul (1959) is an experienced manager, consultant, coach and facilitator with international experience in management, policy and strategy, organisational development and personal development. His fields of work are water supply, sanitation and environment. Paul has worked for more than 25 years in various roles (executive, advisory, knowledge transfer, officer, director) in the broad field of (international) water and environment, both in profit and non-profit organisations, such as TU Delft, IWACO, Royal Haskoning and IRC. He has been working as an independent consultant since 2007.

Since 2010 Paul is also a Neuro Linguistic Programming (NLP) coach, with a focus on career development and personal effectiveness of young professionals in the water sector. Additionally he is the co-initiator of water master classes for young professionals and workshops on cooperation in teams. Paul is also a regular chair and facilitator for strategic workshops and meetings. Last but not least, Paul is also socially involved and holds many unpaid positions in advisory boards of various foundations (including WASTE and the RAIN Foundation).



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management Trainers	28
Details role Supervisor and Mentor	29
How to write a personal development plan	35
Details Program Bureau	37
	39



Linda Reijkerk
l.reijkerk@cvc.nl

Linda (1960) obtained her Master's degree in Dispute Resolution (UVA) and has been an NMI Mediator since 1997. She is the director of the Center for Conflict, where she also works as a trainer. Here she has developed numerous training and educational programmes for professional mediators in the Netherlands and abroad. Besides her work for the Center of Conflict she also serves as a professional coach. She has conducted hundreds of mediations and has extensive experience in the field of complex mediation cases (especially in the field of business mediation), labour relations and cooperation issues. She is a specialist in complex (multiparty) conflicts such as team conflicts. She is also available for mediation courses in English, French, German and Spanish.

Linda performs various administrative tasks, including roles as the president of the European Mediation Network (EMNI), and as chairman of the Foundation for Mediation in Spatial Planning and the Environment. In addition she is secretary of the Foundation for Aviation Mediation. In a somewhat more distant past, she worked as an international consultant in the field of water and sanitation in Africa, Asia and Latin America. She speaks six languages. "Bringing movement is one of the essences of the mediation profession. I think it's important to believe in the power of people to solve their own conflicts. As a mediator, I can fulfil a valuable role by helping the mediation participants with sharing information and to help them gain insight into the choices they have."



Natascha Soons
nataschasoons@hotmail.com

Natascha (1970) studied political science and has been working as a coach since 2012. Natascha started her career by working abroad for nine years at Dutch embassies across the world, such as the embassy in Dar es Salaam (Tanzania). After this, she worked at the Ministry of Foreign Affairs in The Hague, where she held various positions in the consular and policy grounds. Recently she worked as a selector and consultant for the Human Resources department of the Ministry. Currently she is a member of the project team Modernization Diplomacy, which contributes to the change process that the Ministry of Foreign Affairs started in 2013.

Starting in 2012, Natascha has been teaching individual coaching courses and workshops that are related to self-discovery, self-development and self-management, besides her work for the Dutch Ministry of Foreign Affairs. She is a certified no-nonsense, focused and committed coach. Her focus lies mainly in the field of personal awareness, which focuses on the strength of the person being coached. Within YEP her aim is to encourage young professionals to find the right balance between working and living abroad.

young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39



Maaïke Jongepier

m.jongepier@mpoweringpotential.nl

Maaïke (1965) is a cultural anthropologist and has more than 25 years of experience as a management consultant, coach and

trainer. She has worked for the ministry of Foreign Affairs in Pakistan. Besides she worked for different organisations in the profit and non-profit sector in: Uganda, England, India, Australia and Spain.

Her expertise areas are: leadership development, team development, facilitating change, strengthening organisations, as well as intercultural communication and cooperation. She coaches executives as well as teams in order to become more effective within their working environments.

Maaïke makes use of the principles of Co-Active coaching, focussing both on action as well as learning. In the coaching process the coachees become more aware of their own strengths, but also of possible mindsets that hamper them. Since 4 years Maaïke has her own consultancy firm: MPoweringpotential. Empowering potential through coaching is in a nutshell her core business.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

9



hotel arrangements and food and beverage

Rooms

Please note that all Young Experts have free time to schedule other appointments in the weekends, but not during the training weeks, also not during the evenings. This also means that there is no time to work on not-YEP related activities and the organisations you are working for have been informed about this matter.

During the first weekend (Friday afternoon September 21th until Monday morning September 24th) Dutch Young Experts go home and Local Young Experts stay in a hotel arranged by their host organisation. From Monday morning onwards, all Young Experts stay in the Fletcher Hotel in Leidschendam. The second weekend (Friday afternoon September 28th until Monday morning September 24th), the Dutch Young Experts go home and the local Young Experts can stay in the Fletcher hotel in Leidschendam. In the third week from Monday until Friday afternoon everybody will be staying in Leidschendam again.

You are free to make other plans for the weekends, but please let us know in advance if you have plans to sleep in a different place, so we can cancel the hotel. Note: During the week days you are expected to sleep in the hotel.

During your time at the Fletcher Hotel you will share a room with another Young Expert. YEP Programme Bureau will assign the Young Experts over the male or female only rooms. Please let the training coordinator know if you have any allergy that should be known.

For the local Young Experts: you can check in at the hotel at Sunday 23th September after 03:00 PM and check-out at Saturday 6th October before 11:00 AM. For the Dutch Young Experts: your room is available from Monday 24th September until Friday 5th October.

Food & Beverage

During the training days (Monday until Friday) breakfast, lunch, dinner and drinks (coffee, tea, water) are covered by YEP. During the weekend days, food is covered for local Young Experts. Breakfast will always be served, if you would like to make use of dinner and lunch, please inform the hotel during breakfast time on Saturday and/or Sunday. The hotel will give you a fixed list of options to choose from for lunch and dinner. The costs for these lunches and dinners for local Young Experts will also be covered by YEP.

Travel

Travelling to and from the training locations before and after the training, and any extra costs should be covered by the Young Experts themselves.

young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

attachments



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

directions to yep training locations

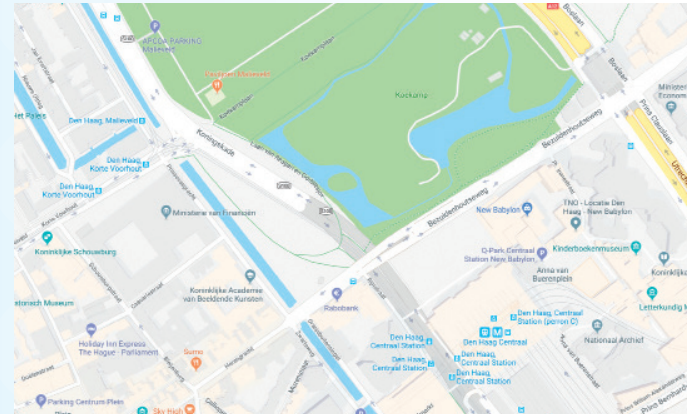
Netherlands Water Partnership

(for MBTI feedback meetings and Local Introductory Day)

Bezuidenhoutseweg 2

2594 AV Den Haag

+31 (0) 70 304 3700



By train

The Netherlands Water Partnership is easily accessible by public transportation. The NWP office is situated on a 200 meter walking distance from the Hague Central Station, across from the Ministry of Foreign Affairs. To get to NWP, take a right when you exit the Hague Central Station, follow the Bezuidenhoutseweg and cross the street to walk towards NWP.

By car

From Wassenaar (N44)

Before the Malieveld, turn left at the traffic lights (direction Rotterdam/Amsterdam/Utrecht). Stay in the right lane. Drive past the Malietoren on your left. Turn right at the traffic lights, and you will see the office of the NWP on the right hand side.

From Utrecht (A12), Rotterdam or Amsterdam (A4)

Follow the signs for “Den Haag”. Take the “Centrum” exit. Go straight on at the first and second sets of traffic lights. At the next lights turn left. You will see the office of the NWP on the right hand side.

NWP has only a limited amount of parking places available for visitors. When you make an appointment, please ask whether there is a spot available. If not, there are (paid) parking possibilities nearby (Babylon or Malieveld).

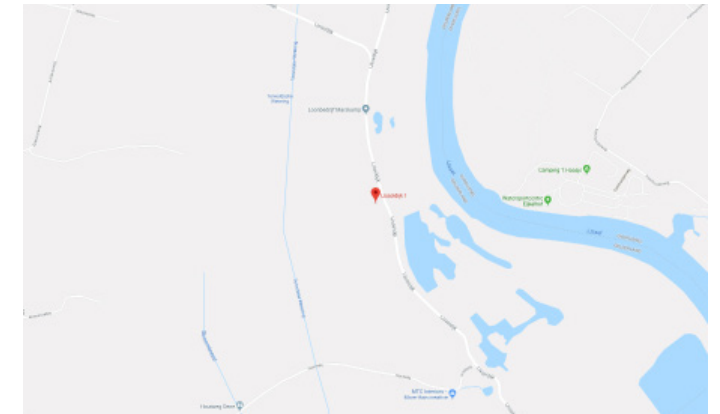
De Nijenstein

(week 1, Dutch Young Experts only!)

IJsseldijk 1

8194 LA Veessen

+31 (0)57 863 1111



By car

On the A50 take exit 28: Heerde Zuid/Epe Noord. Coming from the direction of Apeldoorn/Arnhem, turn right at the end of the exit. Coming from the direction of Zwolle/Kampen, turn left at the end of the exit. After roughly 1,5 km turn right in the direction Veessen (this is the Keuterstraat). Follow this road for a few kilometres, passing houses and a forest (the road becomes Kerkdijk). At the end, on the T-crossing at the top of the dyke, turn right on the IJsseldijk in the direction of Oene/Welsum.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management Trainers	28
Details role Supervisor and Mentor	29
How to write a personal development plan	35
Details Program Bureau	37
	39

After one kilometer you'll see a stork's nest right by the farm. Turn right at the next exit.

By public transport

Travel to Zwolle Central Station. From here share a taxi with the other Young Experts to the Nijensteen, as it is difficult to reach by bus. When you are traveling with public transport to the trainings location in Veessen inform the YEP trainer coordinator a week in forehand so YEP will make a taxi reservation for you

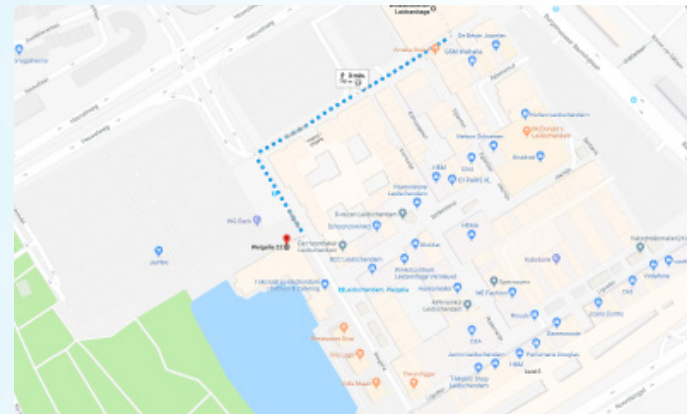
Fletcher Hotel Leidschendam/The Hague

(week 2 and 3)

Weigelia 22

2262 AB Leidschendam

+31 (0) 70 320 92 80



By public transport

From the Hague Central Station, you can take either tram 2 in the direction of "Leidschendam – Leidsenhage", or tram 6 in the direction of "Leidschendam Noord". You will have to get off at stop: Leidsenhage (approximately 15 min). Both trams depart from the platform inside the station, upstairs above the trains. This is a different platform than the trams departing in front of the Hague Central Station.

New Babylon Meeting Center

(Kick off first Monday)

For your navigation keep the following address:

Anna van Buerenplein 48

2595 DA The Hague.



By car

New Babylon is located next to the Utrechtsebaan which connects with the A4 and A12 motorways to and from the city center. The Q-Park CS - New Babylon car park has an entrance from the Prinses Irenestraat (entrance via the Bezuidenhoutseweg) and from the Prins Willem Alexanderweg (service road of the Prins Bernhard viaduct).

From Utrecht, Rotterdam and Amsterdam

From the direction of Utrecht (A12), Rotterdam (A13) and Amsterdam (A4) you follow the A12. From the A12 take exit 2 Centrum - CS. At the end of the exit, turn left at the traffic lights (sort before the two-lane before turning left). Turn right at the first traffic light in the direction of the Prins Bernhard viaduct and immediately keep to the right (cross the bicycle path at Koninklijke Bibliotheek). You enter the Prins Willem Alexanderweg (service road). The entrance to Q-Park CS - New Babylon is located to the left under the viaduct. In the parking garage you arrive at level -2. From the parking garage you take the central lift to the 2nd floor of New Babylon. You leave the elevator and immediately turn left and left again. After about 50 meters you will arrive at the reception desk where the receptionist helps you further.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

From Amsterdam (A4) and Wassenaar (N44) follow the Benoordenhoutseweg direction city center. You sort left for direction A12 / Utrechtsebaan (Utrecht / Rotterdam) = Boslaan. You do NOT enter the Utrechtsebaan but you continue to drive on the service road. Turn right at the first traffic lights. After about 30 meters you turn left into Prinses Irenestraat. Here is Q-Park CS - New Babylon. In the parking garage you arrive at level -1. From here you take the central lift to the 2nd floor of New Babylon. You leave the elevator and immediately turn left and left again. After about 50 meters you will arrive at the reception desk where the receptionist helps you further.

By public transport

When you leave The Hague Central Station at the front (via the Koningin Julianaplein), New Babylon is directly on your right. You walk through the automatic sliding doors to New Babylon Shops & Restaurants.

With the escalators you go up two floors for Fitness, the Meeting Center and New Babylon Offices. When you arrive on the 2nd floor you will see the reception desk in front of you, where the receptionist will help you further.

It is also possible to reach New Babylon via the new Anna van Buerenplein. In the station you walk from the tracks to the right via a (narrow) passage to the Anna van Buerenplein (under construction). If you pass New Babylon, the entrance is after about 50 meters on your left for Shops & Restaurants.

You take the elevator to the 2nd floor for fitness, New Babylon Offices and the Meeting Center. You leave the elevator and immediately turn left and left again. After about 50 meters you will arrive at the reception desk where the receptionist helps you further.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

public transport

The main public transport in the Netherlands for long distances is by train. Regional and local public transport is by bus, and in some cities by metro and tram. Handy websites to plan your trip to the training locations:

<https://9292.nl/en>

for all the public transports, metro, train, tram and bus

<https://www.ns.nl/>

to plan your train trip

Both 9292 and NS also have handy mobile applications called 9292 and NS Reisplanner Xtra.

Dutch public transport requires a so-called OV-chipkaart, a smart card that can be used for bus, tram, train and metro services. Since there is no specific OV-chipkaart for tourists, we recommend using either a single-use chipcard or an 'anonymous OV-chipkaart'. The single-use chipcard has limited validity and can be used to travel with bus/tram/metro lines in cities (Amsterdam, Rotterdam, The Hague). If you want to travel by train, you can buy a single-use chipcard which is only valid for a specific itinerary. If you are staying in the Netherlands for more than a few days and you are planning on travelling by public transport frequently, we recommend the anonymous OV-chipkaart. The anonymous OV-chipkaart is the best option as it can be used for all public means of transport.

Buying a chipcard

You can buy single-use chipcards or an anonymous OV-chipkaart at public transport service desks, from ticket vending machines in stations, at tobacco shops (such as Primera), and in several supermarkets. OV-chipkaart points can be recognised by the pink OV-chipkaart logo.

Charging credit to your anonymous OV-chipkaart

An anonymous OV-chipkaart costs 7.50 euros, but comes without travel credit. You can charge credit to the anonymous OV-chipkaart at a service desk or a ticket vending machine at many stations. Please note that methods of payment may vary! Once charged, you can use the anonymous OV-chipkaart directly for your bus, tram and metro trips.

Using an anonymous OV-chipkaart on the train

If you want to travel by train, you first have to activate your anonymous OV-chipkaart for railway travel at an NS ticket vending machine. Another important thing is to have at least 20 euros on your anonymous OV-chipkaart when you plan to travel by train (not required for bus, tram or metro).

If you do not have an anonymous OV-chipkaart, you can also buy single-use chipcards from NS ticket vending machines or service desks, for instance for a one-way, return or day ticket. Please note that a single-use chipcard from an NS service desk costs 1 euro extra.

Credit card payment possible!

You can charge credit to your anonymous OV-chipkaart at a public transport service desk or a ticket vending machine at many stations. Methods of payment vary per machines but you can generally use your credit card or your PIN-pas (debit card), and in some cases cash.

Check in and out

When boarding a bus, tram, metro or train, hold your single-use chipcard or anonymous OV-chipkaart in front of the ticket reader. The green light and beep signal indicate that your card has been read. When you get off, hold your card in front of the ticket reader once again to check out. The display shows the credit used and how much credit is left on the card. Please don't forget to check out since the meter will keep running if you don't!



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

Validity and credit

Your anonymous OV-chipkaart remains valid for five years.

You can save your anonymous OV-chipkaart for when you return to the Netherlands. Any credit on the card will remain valid as well.

If you want to claim the credit remaining on the card (and there is less than 30 euros worth of credit on the card), you can go to a public transport service desk. There is a 2.50 euro administration fee. If you want to terminate the anonymous OV-chipkaart, request a form at one of the public transport service desks. Fill out the form, enclose the anonymous OV-chipkaart in the envelope and send your form and card to the address specified on the form.

Please note that you cannot block the anonymous OV-chipkaart in case of loss or theft, so don't put too much credit on the card!

Special travel tickets

There are also special travel tickets for tourists. Buy the Amsterdam Travel Ticket to travel to and within Amsterdam; the Amsterdam & Region ticket to explore sights in and around Amsterdam, or the Holland Travel Ticket that grants unlimited access to public transport throughout Holland.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

letter of intent

First and foremost, this letter of intent is not in any way a formal agreement and therefore no official rights can be claimed to its contents. This letter of intent, signed at the end of the preparatory training period, speaks out the commitments that the **Young Expert** and the **YEP Programme Bureau** are willing and ready to make towards each other, in fulfilling their role within the ambitions of the Young Expert Programmes for the duration of the assignment.

I
Young Expert at
in
being part of the YEP Programmes shall, with the approval of my employer, commit to the following:

- Set up and implement my Personal Development Plan
- Actively use social media and learning tools e.g Twitter, Facebook, Basecamp, that is provided by YEP to share knowledge not considered as 'confidential information' in my employment contract
- Shall in my work contribute to the thematic areas of the Water and/or Agri & Food sector as defined in the application to YEP by my employer
- Be a worldwide ambassador for the YEP Programmes and my employer
- Participate in at least two masterclasses or MOOCS
- Free up one day a month to work on the group assignment within the framework of the YEP programmes
- Support my peers in the YEP Programmes
- Try to create new innovations and ideas for the Water and/or Agri & Food sector by participating actively in group assignments, such as trend analysis or developing a business case

I, Marjon Reiziger, Programme Manager YEP, herewith representing the YEP Programme Bureau, shall commit to the following:

- Provide the Young Expert with a professional coach
- Support Young Expert in making his/her Personal Development Plan
- Provide to the Young Expert a high quality professional training programme
- Support the Young Expert's mentor at the organisation to become an even better mentor
- Provide the Young Expert with a professional network via its partners
- Support and advise the Young Expert on his/her career possibilities after the YEP contract

Date:

.....
Signature Young Expert

.....
Signature Marjon Reiziger
Programme Manager YEP



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

factsheets training

mbti teambuilding day

Format: Workshop

General

Dutch Young Experts, originating from several places in The Netherlands, and local Young Experts, originating from countries all over the World, meet each other for the first time at the start of the joint two-week training program. Emphasis is on how to deal with many different (cultural) backgrounds by making the Young Experts aware of possible professional and personal goals for development that could be considered to include in their Personal Development Plan. As a stepstone to this workshop all Young Experts already have filled in a MBTI Online test and participated in a MBTI feedback meeting to reflect on some of their personal preferences.

Aim

- Getting better acquainted with one another
- Discovering individual styles
- Fostering and exchange of viewpoints
- Appreciation of different points of view
- Analysing strengths, blind spots, and areas for improvement
- Learning and practicing better ways of working together and of communication
- Developing action plans for growth

Results

- 1 Insight in own MBTI profile and also MBTI profiles of other persons
- 2 Ideas for subjects include in their personal development plan

Methods

The Myers-Briggs Type Indicator (MBTI) was developed by Isabel Myers and Katherine Briggs based on findings by Carl Jung. The MBTI is a self-inventory questionnaire that helps to identify a person's personality type and preferences. The questionnaire is designed to measure psychological preferences by looking at how people perceive the world and make decisions. The model classifies individuals in one of the 16 possible psychological types according to their behavioral preferences. The MBTI system uses a four-scale structure for identifying and categorizing individuals, and each of the four scales represents two opposing preferences.

The questions ask:

- Where do you prefer to direct your energy to?
- How do you prefer to process information?
- How do you prefer to make decisions?
- How do you prefer to organise your life to?

During the MBTI teambuilding day, we use personal presentations and several experience-based MBTI exercises (both team- and individual oriented)

Duration

- 1 Day

Trainers

- Annemiek Tavecchio (ATspiration) and
- Anne de Groot (Làrkconsult); Both trainers are certified by MBTI



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

intercultural facilitation and conflict management

Two day preparation program on facilitation skills and conflict mediation for young professionals in the NWP program.

Goals for the training

To prepare young professionals for (a part) of their role when they are working in this program. Special focus is required on facilitating capacity and managing conflict. This training pays special attention to participation and mediation.

Objective

The two day training focusses mainly on skills that are needed in the (future) working environment of the Young Experts. The training consist of challenging and practical methods, derived from 'real-life' situations. Their individual job description is leading, wherever possible. It is an intensive training, that focusses on individual practical learning. A high level of intercultural diversity and exchange is guaranteed as the partaking Young Experts are from many different cultures.

Output

Young Experts have experienced and practised with the aspects of intercultural facilitation and conflict management on a personal level.

- They recognise the different roles in their job description and are able to use them.
- They recognise and are able to relate to different cultural situations
- They recognise their personal facilitation style
- They have developed and/or improved their facilitation skills
- They have learned to work with participatory methods
- They have learned the first steps in the mediation process and have acquired skills to manage conflict.
- They have acquired skills to improve communication in conflict situations.

Methods

All the subjects in the training are being taught through the use of participatory and experience related methods, in this way a direct link is created between personal experience what this does for the participants they will be working with in their roles. Some of the tools and methods used are: role play, physical positioning, drawing, plays, case studies, discussion.

Trainers

- Linda Reijkerk and
- Wim Nijssen



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

safety & security abroad

Format: Workshop

General

Workshop about travel security. Sharing of do's & don'ts, tips & tricks and procedures. Looking at ideal preparation and what to do in case of..... emergencies, accidents, robberies etc.

Aim

The aim of the Safety & Security workshop is to provide knowledge and skills that enable the individual to minimize risks while travelling, working and living in a potentially dangerous area.

This is a tailor-made and practical workshop. Personal commonsense and awareness are two main principles in this training. Focus on personal safety and avoiding risks are the core basics. Skills to recognise, prevent and how to handle situations such as protest, robbery, aggression and corruption will be part of the training.

Results

- 1 Young Expert is able to prepare a journey on a security level (checklist for preparing travelling)
- 2 Young Expert is able to prevent incidents or in case of an incidents is able to deescalate.

Methods

Presentation PowerPoint and working in small groups with specific subjects (break-out sessions), also with an actor and exercising and reenact situations.

Duration

- 2 ½ hours

Trainers

- Christiaan Oldenkamp or
- Roderik Sommerdijk of Expat Preventive



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

harvard negotiation skills

Format: Training

An intensive one-day course, featuring dynamic lectures and demonstrations, negotiation role-play and other skill-building exercises and facilitated small group discussions, designed to actively involve participants in the learning process.

General

During this course students will learn how to negotiate effectively using the Harvard method of negotiation (“principled negotiation” or “mutual gains approach”), guided by the following basic principles: Focus on interests, not positions. Separate people from the problem. Search for mutual gain solutions and invent as many options as possible. Use objective criteria. Know your BATNA (Best Alternative To a Negotiated Agreement.)

Aim

- Acquire a systematic framework for analysing and understanding negotiation using the Harvard principles of negotiation
- Assess and heighten awareness of your strengths and weaknesses as a negotiator
- Learn how to create and maximize value in negotiations
- Gain problem-solving techniques for distributing value fairly while strengthening relationships
- Develop skills to deal effectively with difficult situations

Result

Through an interactive program Young Experts will acquire a theoretical framework, tools, techniques, and skills for maximizing the value of their negotiated outcomes by effectively navigating the negotiation process.

Methods

Lectures, demonstrations, negotiation role-play and other skill-building exercises, and facilitated small group discussions.

Duration

- 1 day

Trainers

- Fieke Harinck en
- Linda Couwenberg (Centrum voor Conflictantering)



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

communication workshop

Format: Training/Workshop

General

Professional social media presence and gaining the practical skills to (communicate what is happening on the ground to enhance transparency and collaboration and use this information for reporting purposes to donors and/or stakeholders) efficiently use the available social technology (yes you can share your updates with 1 click on social media channels). Confident to communicate and interact online and to use Akvo RSR to report on project progress.

Aim

- Your own online YEP project page in Akvo RSR, outlining the project details and a project photo.
- A first online project update on your RSR project page, and confident to use this tool to communicate project progress.
- Able to do short video interviews (both as interviewer and interviewee).
- Professional social media presence.

Results

- Your own online YEP project page in Akvo RSR, outlining the project details (project summary, project partners, funding, and updates) and a project photo.
- A first online project update on your RSR project page, and confident to use this tool to communicate project progress.
- Able to do short video interviews (both as interviewer and interviewee).
- Professional social media presence.
- Know how to professionally interact through social media, with the purpose to effectively network, and find, filter and share information.
- Know how to profit from available information in relevant communities online.
- Knowledge of and practical skills for using platforms such as LinkedIn, Twitter and Basecamp.

Methods

- Powerpoint presentation about the tool (RSR) and what makes a good update
- Finish own RSR page and publish the page; Akvo support available
- Video assignment wherein candidates can practice an interview setting
- Take home group assignment, wherein the groups need to explain about their Design Thinking challenge/solution, taking all the tips and lessons of the day into account.

Duration

- ½ a day with half the group, the 2 groups switch in the afternoon (so whole day for the whole group)

Trainers

- Veerle van Loevezijn
- Christien Bosman



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

design thinking – workshop & developing case

Format: Training

General

Innovation, product development & design thinking in a single training. This is done by a structured brainstorming session which is divided in 5 short time periods called sprints:

- 1 Empathise with the customer perspective
- 2 Ideate and vote for the top 3 concepts, feature listing (what does this product do?)
- 3 Rapid prototyping (make your minimum viable product)
- 4 validation (ask your customers)
- 5 Finalise and pitch.

Aim

- Getting to know the theory of how to consult a crowd, in the form of Design Thinking, in order to get new innovative ideas and prototypes of that idea in for instance applications or visually designed websites.
- Getting concrete and applicable results for a challenge by Design Thinking

Results

- Understanding of how to apply Design Thinking for a challenge
- Having several prototypes ready for further elaboration

Methods

- Design Thinking Framework
- Design Studio's

Duration

- 1,5 day

Trainers

- Piter Jan Goodijk – Young Colfield and
- one extra Trainer



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management Trainers	28
Details role Supervisor and Mentor	29
How to write a personal development plan	35
Details Program Bureau	37
	39

management development trajectory

(3 training sessions)

session 1: yep leadership training

Format: Interactive introduction training

General

In your journey to become a Young Expert, how do you meet the (high) expectations of yourself and that others might have of you? And how do you display the expectations in your international working environment and make use of diversity? What drives you and how do you motivate your team and get their respect? What makes you a good leader, what qualities do you need for this? If you are looking for answers to these questions, then join this one-day leadership training. By completing this training, you will improve your leadership competencies, increase your intercultural awareness and appreciation and (further) develop a personal foundation for better decisions. One tool we will use of is the Situational Leadership model. Give your personal leadership a considerable boost!

Aim

The training serves as a first introduction session for Young Experts to reflect on their leadership ambitions and the qualities they have and may need to develop in their new role abroad.

Results

After this training, participants

- 1 Describe what types of leadership are common in their working context
- 2 Identify what competences they need to build on to be an effective leader
- 3 Identify what leadership style fit their preferred way of working
- 4 Identify what qualities and values can make an effective team

Methods

Interactive presentation, role play, group discussions, individual reflection

Duration

- 1 day

Trainer

- MDF (Josefien de Kwaadsteniet)

session 2: yep design and delivery

Format: Interactive introduction training

General

After attending the informative, fun and energizing Training of Trainers you will be able to assess training needs and set learning objectives; choose and use appropriate training methods and materials; and design, plan & conduct participatory training sessions.

Learn how to apply experiential learning and brain centered principles for design and delivery of your training sessions, and define the next steps in your personal development as a trainer.

Aim

The training serves as an introduction session for Young Experts to understand the steps when organising a training programme and how they can effectively transfer knowledge, skills and attitudes to their audience.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

Results

After this training, participants

- 1 Apply experiential learning and brain-centered principles for design and delivery of learning sessions
- 2 Assess training needs and set learning objectives
- 3 Choose and use appropriate training methods

Methods

Interactive presentation, role play, group discussions and group assignment, individual reflection, brainstorming, games

Duration

- 1 day

Trainer

- MDF (Lisa Freiburg)

session 3: yep project management training

Format: Interactive introduction training

General

Always wanted to know how to manage your own life and work? Please join the Project Management module. We will be feeding a horse and reflect on a Dutch dinner and meanwhile you will learn some planning tools, be able to define impact and outcomes and learn how to visualise change during a stand-up meeting!

Aim

The training serves as an introduction training on project management, giving Young Experts insight into the project management cycle and the first steps in developing and planning for a project.

Results

After this training, participants

- 1 Describe how planning plays a role in their work
- 2 Can link relevant planning tools to different phases of the project (cycle) and explain how they are relevant to their working context
- 3 Describe their professional and personal objectives using the Results Chain
- 4 Can formulate and use indicators to measure their results
- 5 Have reflected on their personal challenges related to project planning

Methods

Interactive presentation, group discussions and group assignment, individual reflection

Duration

- 1 day

Trainer

- MDF (Mari Andela)



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

masterclass international cooperation & policy on water & agrofood

Format: Training & Workshop

General

Information and knowledge about the status and development of the world with regard to the water and agrofood (food and nutrition security) situation and important related aspects

Aim

To provide insight and understanding in:

- 1 How the international water and food security sectors work, especially in terms of policies, funding, main programmes, actors and the role of the Dutch water sector.
- 2 The policies, roles and strategies of the Dutch Ministries related to water and food security (International Water Ambition, Policy in Food and Nutrition Security, SDGs) and the main international players (authorities, business, NGOs)
- 3 The contribution of the Young Expert to these goals through their own project activities
- 4 The relationship between the water and agrofood sectors (the nexus) and examples of innovative Dutch organizations working in the nexus

Results

- Knowledge and understanding of the Why, What, How and Who? in the international water and agrofood sectors
- Insight and understanding of the policies and role of the Ministry of Foreign Affairs
- Better understanding of the role and contribution to YEP-projects and YEP-activities in the context of international cooperation and global development

Methods

- Interactive lectures by the trainers (using discussion, quiz, videos, PowerPoint)
- Guest lectures by international experts, including Q&A
- Exercises and group work
- Case-studies for reflection

Duration

- One full day (8 hours)

Trainers

- Paul van Koppen
- Herman Brouwer



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

online masterclass stakeholder analysis

Format: Masterclass

This masterclass is not part of the start training, but you can follow this course online during and after your YEP time.

The planning and registration procedure for this masterclass will be communicated to you later.

General

What is it?

Stakeholder analysis includes the identification of key stakeholders, the planning stage of a change process, an assessment of stakeholders their interests and the way in which these interests are likely to affect the change process. Mapping the aforementioned it facilitates decisions which stakeholders to involve in the process and which not.

Aim

- Getting better acquainted with one another
- Discovering individual styles
- Fostering and exchange of viewpoints
- Appreciation of different points of view
- Analysing strengths, blind spots, and areas for improvement
- Learning and practicing better ways of working together and of communication
- Developing action plans for growth

Results

The Young experts gain knowledge about:

- 1 What are the interests of the stakeholders in the basic question?
- 2 What are conflicts of interest?
- 3 What relations between stakeholders can be built upon?
- 4 What participation (inform, consult, partnership, control) is appropriate by different
- 5 stakeholders at the different stages of the analysis and planning process?
- 6 Where are gaps or overlaps in the current participation planning
- 7 Identification of the pressure points for different stakeholders and whom to address to cushion the effects and overcome potential resistance.

Methods

Stakeholder analysis is a tool to analyse whom to involve in which way in the ID/OS diagnosis process. The participation matrix that concludes stakeholder analysis can be applied in many settings. It lists the involvement of external actors in the ID/OS diagnostic process. The matrix can (additionally) include internal actors, such as departments and individuals within an organisation.

Duration

- Period of 6 weeks

Trainers

- MDF (Marjolein Veldman en Lisa Freiburg)



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management Trainers	28
Details role Supervisor and Mentor	29
How to write a personal development plan	35
Details Program Bureau	37
	39

online masterclass gender in value chains

Format: Masterclass

This masterclass is not part of the start training, but you can follow this course online during and after your YEP time.

The planning and registration procedure for this masterclass will be communicated to you later.

General

Gender differences and inequalities in access to resources and power affect how value chains operate. Understanding those inequalities is critical to effectively address them.

Aim

The Young Experts have knowledge and insight in:

- Business arguments: For the better functioning of a value chain
- Social justice: Women and men have equal rights to benefit from better functioning chains, increased gender equality is a development objective in itself
- Men and women are needed for poverty alleviation and food security

Results

The Young experts gain knowledge and needed guidance on the following:

- 1 Concepts
- 2 Tools to address these gender issues
- 3 Experiences of others

Methods

- Coaching tracks, on-the-job-assistance to staff of organisations and programs:
 - One-on-one coaching by coaches
 - Joint masterclass with exercises
 - Working plan on your project
- Document business cases for gender inclusive value chains (e.g. in coffee, dairy)
- Continued development of approach and materials (e.g. the development of e-modules) allowing for the scaling up of training national coaches

Duration

- Period of 6 weeks

Trainers

- AgriProFocus Carolien van der Molen



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

online masterclass change management

Format: Masterclass online

This masterclass is not part of the start training, but you can follow this course online during and after your YEP time.

The planning and registration procedure for this masterclass will be communicated to you later.

General

One of the best change management theories, and also the approach that we use in the exercise, is the 8-step approach of John Kotter. John Kotter is a retired Professor of Leadership at the Harvard Business School. In 1996, he wrote the book 'Leading Change', based on his academic findings. By many practitioners, this 8-step approach is considered as the best approach in the field of change management.

Aim

What we want you to experience in this session is:

- 1 That you can act as a change agent, i.e. someone who brings change to the organisation you work with
- 2 An approach that helps you to design your project activities in such a way that it really leads to change

Results

- An analysis of the 8 steps of Kotter of your project
- Advice on how to improve the change management process by the trainers
- Comparison between the different processes and results in the different project environments

Methods

- Eight Steps of John P. Kotter
- Worksheet to analysis your own project
- Matrix with overview of scores
- On line feedback session

Duration

- Period of 6 weeks

Trainers

- Adriaan Mels Vitens Evides International and
- Marjon Reiziger, YEP Programme Manager



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

factsheets trainers

christiaan oldenkamp



Personal note for Young Experts

Traveling is fun and please enjoy your work abroad and enjoy culture, food and people. But also be safe and secure. Please return in a healthy way. Let us help you with staying safe. We provide & discuss tips and tricks, do's and don'ts and procedures. And we will discuss your behaviour and responsibility and your role towards security. Important and interesting.

Organisation	Expat Preventive
Skills	Security, behavior expert, trainer, advisor
Background	Military & several international organisations
Experience	Experienced traveler, trainer & security advisor
Social media	Linkedin
E-mail	Christiaan@expatpreventive.com

centrum voor conflicthantering (linda reijkerkerk, linda couwenberg & fieke harinck)



Linda Couwenberg

Personal note for Young Experts

This training will change your view on how you look upon future negotiations: the methodology which has been developed at Harvard University has been useful for day-to-day negotiations as well as the Camp David agreements between Israel and Palestine. So join this class with 2 excellent trainers and learn the secrets of presidents and CEO's.

Organisation	Centrum voor Conflicthantering (Center for Conflict Resolution)
Skills	Harvard Negotiation skills, mediation skills, communication skills
Background	Harvard Negotiation skills are indispensable for anybody who is working in a business setting: through these skills you will focus on a win-win instead of a zero-sum game (or win-lose). In this training the students learn several effective skills, know how to design a strategy according to the CvC circle. The training is fun and gives interesting insights in one's personal negotiation styles.
Experience	mid-level experience needed. Provision in English
Social media	@Centrum voor Conflicthantering https://twitter.com/CvCmediation https://www.linkedin.com/company-beta/1457274/ Youtube: https://www.youtube.com/channel/UCwJhWMx1pkE-tDdcfIVtqRgmaatwerk@cvc.nl →
E-mail	maatwerk@cvc.nl

Linda Reijkerkerk is also one of the four coaches for Young Experts.



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

herman brouwer



Personal note for Young Experts

Hello future-Yeppers! I have been teaching the Masterclass Water & Agrofood for several years now together with Paul van Koppen. Paul is Mr Water, and I play Mr Agrofood (I'm based at Wageningen

University & Research). Did you know that at least 9 of the 17 SDGs can only be achieved if food systems become structurally sustainable? I am passionate about finding out what works, and what doesn't, in making agrofood more inclusive and sustainable. And: how YEP can contribute!

Organisation

Centre for Development Innovation, Wageningen UR

Skills

Multi-stakeholder engagement for sustainable development, mostly active in food security and natural resource management

Background

Radboud University Nijmegen (Master of Arts (MA), Development Communication), ICCO, CWS Cambodia, SCALE Integrated Aquaculture Programme

Experience

Senior advisor Multi-stakeholder Processes in Food Security

Social media

LinkedIn: Herman Brouwer

E-mail

Email herman.brouwer@wur.nl

josefien de kwaadsteniet



Personal note for Young Experts

Leadership is not about your job title, it is about your personality. Everybody can be a leader, regardless age, nationality, gender or origin. Be one of them, inspire others

Organisation

MDF Training & Consultancy

Skills

Leadership, teambuilding, training & facilitation skills, resource mobilisation and proposal writing, project management Human Geography, Development Studies, Training, coaching, facilitation, project management with NGOs, communities and education institutes in developing and post-conflict countries (mainly in Africa)

Background

Experience

Social media

LinkedIn

E-mail

kw@mdf.nl



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

lisa freiburg



Personal note for Young Experts

Wow! This training programme is intense, remember to make the most of it! It is an unique opportunity, absorb it and make it relevant to your own ambitions! I look forward to sharing my own YEP experiences

and provide tips and tricks on how to make your training or workshops relevant, participatory and practical.

Organisation

MDF Training & Consultancy

Skills

Training and facilitation, coaching, innovation and business development, communications

Background

Social psychologist, M.Sc. International Development Studies, DISC certified coach

Experience

Trainer and consultant with MDF since 2014, YEP Alumna Ghana (Batch 4), prior communications at UNESCO and business advisor in Kenya and Ghana

Social media

LinkedIn: Lisa Freiburg

Website: www.mdf.nl

E-mail

Lfr@mdf.nl

mari andela



Personal note for Young Experts

You want to learn why some projects succeed and why others don't? How to plan for measurable project results and how to know that you have achieved them?

Join the Project Management module and learn about some key elements for good project management.

Organisation

MDF Training and Consultancy

Skills

Training and facilitation, project planning, developing M&E frameworks, conducting evaluations, marketing and communications

Background

Studied social psychology & European public policy; working in international context, working with governments, donors, (I)NGOs.

Experience

Results-based program planning, quality assessment, management, M&E. Proposal development. Donor coordination and aid effectiveness.

Social media

www.linkedin.com/in/mari-andela-a5b43139

E-mail

to@mdf.nl



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

martin pronk



Personal note for Young Experts

Since the beginning of YEP Programmes, Communication technology and social networking is since the beginning of YEP Programmes an important part of the start training. The fast emerging

technology and the amount of information available makes it often hard to make use of these possibilities in a professional way. During the interactive sessions I will be your guide. For all participants there were a lot of eye openers, for some it changed their career completely.

Looking forward to work with you!

Organisation	Noclichés digidoen
Skills	Marketing, communication, media, innovation, smart working, online networking
Background	Event organisation, commercial marketing, business owner
Experience	Profit and non-profit, water, education, domestic waste, behavioral campaigns
Social media	LinkedIn: Martin Pronk Twitter: @martinpronk Instagram: martinpronk Website: www.nocliches.nl
E-mail	martin@nocliches.nl

paul van koppen



Personal note SMO Training (return training)

We all know -more or less- the meaning of strategy, management and organisation culture. In this masterclass we will unravel these concepts to help you identify your best management style and develop your personal

leadership. We will use individual inputs to create an interactive and energetic session, and show the relationship between organisational culture and effective management styles. You will be surprised to see the many similarities AND differences among the Yeppeers!

Personal note Masterclass Water & Agrofood

In this interactive and lively masterclass we dive a bit deeper into (y) our work environment and get a better understanding of 'why our sectors function like they do'. It is about seeing the forest among the trees... With short presentations, exercises, group discussions, different perspectives and several guest speakers we will provide a full-color and multi-layered picture of the water and agrofood sectors.

Organisation	kopconsult, Netherlands Water Partnership
Skills	Policy dialogue and strategic advisory services, organisational development, project and process management
Background	Director International Projects, Sr Consultant Strategic Business Development, manager WASH secretariat
Experience	Educated as a civil engineer and graduated as hydrologist, he has developed into a senior manager and advisor with regard to international strategy, organisational development and project management, in the fields of international water supply, sanitation & environment.
Social media	LinkedIn: Paul van Koppen
E-mail	p.vankoppen@nwp.nl

Paul van Koppen is also one of the four coaches for Young Experts. →



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

piter-jan goodijk



Personal note for Young Experts

Hi Young Experts! We are always very delighted to give you guys these trainings since you are such a diverse group. In 1,5 day we try to let you experience the Design Thinking way of work. We try to

apply the methodology on (real) cases – expect lots of energy, brainstorming, teamwork, short term decision making, prototyping in online design studio's and product pitches. We are looking forward to see you!

Organisation

Young Colfield (www.youngcolfield.nl)

Skills

Young Professional Programs, Trainings, Crowd Consulting (Innovation Sessions), Design Thinking.

Background

Talent Development

Experience

Social media

<https://www.facebook.com/youngcolfield/>

<https://www.linkedin.com/company/>

young-colfield/

E-mail

piterjan.goodijk@youngcolfield.nl

veerle van loevezijn



Personal note for Young Experts

I hope you're excited about the Akvo RSR training programme. Curious to know what it's all about? After the workshops, you'll be able to showcase your work online, learn about open data and transparency, and improve your video-making skills. You'll also get a sneak preview of the latest techniques in mobile-based data tools, from water quality testing to data visualisation and analysis. Looking forward to meeting you!

Organisation

Akvo Foundation

Skills

ICT consulting, programme management, software implementation, trainer, International Public Health

Background

MSc International Public Health, BA Health & Life Sciences

Experience

Programme Officer, ICT consultant, water, agriculture, non-profit and profit, healthcare

Social media

LinkedIn: Veerle van Loevezijn

E-mail

veerle@akvo.org



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

anne de groot



Personal note for Young Experts

During this Teambuilding all Young Experts (YEs) will meet for the first time. As the Young Experts are coming from many different places from all over the world, the YEs will be exposed to differences between

each other in personalities and (cultural) backgrounds. The exercises during the day will reveal some of the differences, making use of the results of the Myers-Briggs Type Indicator (MBTI) that for each participant will be assessed by individual feedback meetings before the start of the training. In the course of time it has shown this Teambuilding Day contributes to a better understanding of differences and even how to make use of them in a positive way....

Organisation	LÀRK Consult
Skills	Management, development of individuals and organisations
Background	Civil engineering, business administration, psychosynthesis and MBTI professional
Experience	Dredging industry, energy sector, solid waste market, (drink)water world
Social media	LinkedIn: Anne de Groot
E-mail	adg@larkconsult.nl

Anne de Groot is also one of the four coaches for Young Experts.

wim nijssen



Personal note for Young Experts

People see me as a trainer with a solid energy and a sound sense of humour. Being a personal coach as well, I can gently challenge perceptions in order to provide new insights in behaviour and attitude.

In my trainings my aim is to bring into a real personal and team learning situation. I achieve this through balancing group energy and interactive methods that make people think and experience the activities in full. I provide feedback that makes the learning more personal.

Organisation	VSO/Olduvai
Skills	Development of individuals and organisations, facilitation of change
Background	Business administration, human resource management, organisational development
Experience	International coach and trainer, community conflict resolution, HR management
Background & Experience	Wim has over 20 years of international experience of working in government and non-government organisations. He is an experienced advisor in both organisational change and processes and personal life coaching. The people he works with as a coach and trainer serve as reference points in his search for understanding and excellence.
Social media	LinkedIn: Wim Nijssen
E-mail	wim@olduvai.nl



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

details role supervisor and mentor

Role supervisor

The supervisor is appointed by the local organisation and is expected to perform the following duties when coaching the Young Expert:

- The issue of explicit specifications of and expectations for the final results to be achieved during the secondment
- The provision of support to the Young Expert in the achievement of the results
- The reservation of time for personal coaching and feedback
- The reservation of time for progress interviews and for a substantiated appraisal

The supervisor's feedback can be of great value, as the supervisor sees from close the Young Expert at work and can identify the Young Expert's strengths and weaknesses. Young Experts are expected to ask for feedback and pay attention to advice given by the supervisor. The supervisor bears the responsibility for conducting annual performance interviews with the Young Expert.

Role mentor

The mentor's role Mentoring is done by an independent senior manager (other than a manager to whom Young Experts report) or, for example, a Dutch staff member from the organisation who pays regular visits to the country (missions). This mentor works for the seconding organisation from the Netherlands and can be used as a sounding board by the Young Expert. The mentor has a role as confidant and provides for the seconding organisation's involvement in the Young Expert's professional and personal development. The mentor will have access to the MBTI report on the Young Experts for the purpose of performing his or her role. The mentor's responsibilities are as follows:

- To act as point of contact for the Young Expert
- To give advice in the event of emergencies
- To check and discuss performance interview reports
- To discuss the learning plan with the Young Expert
- To prepare and communicate to the Programme Bureau a Year 1 Evaluation and financial annual report



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments	
Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

MENTOR Bears main responsibility for Young Expert	SUPERVISOR Head Supervisor abroad	COACH Confidant for work and personal matters
Forms the link between supervisor, Young Expert and YEP Programme Bureau	Supervises the Young Expert in drafting his or her work plan/work assignment	Holds regular mirror/coaching interviews with Young Expert
Available to assist in YEP programme bureau led activities for at least 2 days. Kick-Off new YEP round - ½ day; Mentor day - 1 day; General presentation work Young Experts after 1 year – ½ day.	Gives supervision and (operational) coaching to Young Expert based on the work plan	Advises the Young Expert on the Personal Development Plan (PDP) based on the outcomes of the assessment and MBTI score
Coaches Young Expert from the Netherlands and forms the direct link for Young Experts with the Dutch parent organisation	Is responsible for training on the job, including feedback	Offers guidelines for personal retrospection and personal development
Acts as discussion partner for the Young Expert when it comes to the content of work and work experience, competencies, and subsequent career	Gives views and advice to Young Expert on Personal Development Plan (PDP)	Inspires Young Expert to self-management
Gives views and advice to Young Expert on Personal Development Plan (PDP)	Has direct contact with mentor in the Netherlands	Alerts YEP Programme Bureau to (threatened) emergencies
Has direct contact with Young Expert's supervisor	Conducts performance interview with Young Expert and arranges reporting on this	
Advises supervisor and Young Expert on performance interview and on sending performance report to YEP Programme Bureau	Advises Young Expert on achieving work-related targets and results	
Sorts out Young Expert's administration (contract and finance) for the YEP Programme Bureau	Stimulates Young Expert's network development	
Stimulates Young Expert's network development	Alerts mentor to (threatened) emergencies	
Arranges for Young Expert introductory programme by parent organisation before going abroad		
Alerts YEP Programme Bureau to threats/emergencies in country of placement		



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

how to write a personal development plan

Guide for writing your personal development plan

The purpose of this form is to help you write your personal development plan for YEP. In this plan, you can explain your personal development goals and the activities to achieve these. Finalise this learning plan together with your manager and then please send it to the YEP programme bureau within 3 months of the YEP training.*

Personal Development Plan of:

[name, date, country, organisation]

1 Introduction to you work

- Give a short introduction to the project you're working on as a Young Expert. Which organisation are you working in, what is the scope and aim of work?

2 Job description

- What is your role / position within the organisation? What are your tasks?

3 Personal challenges and development

- Reflect on your personal strengths and weaknesses and positive & negative feedback you have received from others. For this, you can use your MBTI outcomes and the feedback you received during the YEP trainings.
- Following from this reflection, state your learning goals for the coming 1 or 2 years.

4 Learning methods

- Specify per learning goal in the following scheme, how you will achieve these methods and when you are going to do this. Make it concrete, specific and measurable.

5 Monitoring activities

- How will you monitor the progress on your learning goals?
 - Who will you ask for feedback in this process?
 - Who will be monitoring you within the project organisation?
- (As a minimum, a six-monthly performance interviews with your Supervisor on the job is required. This can be done on the basis of the learning plan and filling out the following scorecard form, which has to be filled out in preparation for the interview.)

* About the confidentiality and the PDP:

- indeed all conversations and personal information shared between coachee and the coach are confidential.
- however, the Personal Development Plan (PDP) of the coachee must be shared with the YEP-office, coach and mentor. The PDP itself does not contain specific confidential information. It is important that all parties involved know about the PDP, to learn and to avoid conflicting interests between company and development objectives and to assure alignment with the YEP-programme in general.



young expert programmes

- Introduction 2
- The YEP Philosophy 3
- Overview important facts 4
- Professional coaches 6
- Hotel arrangements and food and beverage 9

Attachments

- Directions to YEP training locations 11
- Public transport 14
- Letter of intent 16
- MBTI teambuilding day 17
- Intercultural Facilitation and Conflict Mediation 18
- Safety & Security abroad 19
- Harvard negotiation skills 20
- Communication workshop 21
- Design Thinking – workshop & developing a case 22
- Management Development Trajectory 23
- Masterclass International Cooperation & Policy on Water & Agrofood 25
- Online masterclass Stakeholder Analysis 26
- Online masterclass Gender in Value Chains 27
- Online masterclass Change Management 28
- Trainers 29
- Details role Supervisor and Mentor 35
- How to write a personal development plan 37
- Details Program Bureau 39

Balance Sheet Young Expert:

[name]

Learning goals	How will you achieve this?	When will you take which actions?	What do you need from others? (e.g. time, feedback)
Examples:	Follow online courses, ask for feedback, present during meetings	Organize meetings once a month, follow a course within 12 weeks	Regular feedback from colleagues or YEPpers, budget for following courses, time for developing business projects
Goal 1			
Goal 2			
Goal 3			

Many companies and organisations have their own procedures for Personal Development of employees. You can ask your employer about this, maybe they have useful formats as well!



young expert programmes

Introduction	2
The YEP Philosophy	3
Overview important facts	4
Professional coaches	6
Hotel arrangements and food and beverage	9

Attachments

Directions to YEP training locations	11
Public transport	14
Letter of intent	16
MBTI teambuilding day	17
Intercultural Facilitation and Conflict Mediation	18
Safety & Security abroad	19
Harvard negotiation skills	20
Communication workshop	21
Design Thinking – workshop & developing a case	22
Management Development Trajectory	23
Masterclass International Cooperation & Policy on Water & Agrofood	25
Online masterclass Stakeholder Analysis	26
Online masterclass Gender in Value Chains	27
Online masterclass Change Management	28
Trainers	29
Details role Supervisor and Mentor	35
How to write a personal development plan	37
Details Program Bureau	39

details program bureau

YEP is implemented by a Programme Bureau. The YEP Programme Bureau coordinates the implementation of the programme and manages the funds. The NWP acts as the Programme Bureau's lead agency.

Marjon Reiziger

Programme Manager

Liesbeth Vranken

Communications

Jelmer Klinkenberg

Project Officer / Training coordinator

email: j.klinkenberg@nwp.nl

tel. +31 (0)70 304 3736

Vincent Cornelissen

YEP Water

Jocelyne Commandeur

YEP Agrofood

Lonneke van Klei

Secretarial support

