

WEEK 1

Monday, ^{W1}		Lead/Facilitator/Speaker	Institution
09:00 – 12:00 GU BiologikumHörsaal 1	Kick-off meeting		
09:00–9:20	Presentation of the Frankfurt Spring School	1SPG S MBVTTMFMS	GU: FB 15
09:20–9:25	Welcoming speech from the Faculty of Biosciences at GU	Prof. Dr. Ernst Stelzer	GU: FB 15
09:25–9:30	Presentation KfW	.BBHMFS	KfW
09:30–9:35	Presentation KPMG	.PSUHTUPX	KPMG
09:35–9:40	Presentation WWF	BBTB\$TDI	WWF
09:40 – 9:45	1SFTFOUBPO 8\$	PZURM	8\$
09:45 – 10:30	Coffee Break		
10:30–11:45	Key-note speech FZS	Dr. Christof Schenck	FZS
13:00–16:00 GU Biologikum Seminarraum 4 (0.302)	Get-together and introduction to the programme Getting to know each other and together as a team, introduction to the overall programme and the modules	GU Michael Brombacher SStephanie Kalberer	GU + participants
17:00–18:30 City center	Guided tour through the city of Frankfurt and all participating institutions	FZS	FZS + participants
19:00 tbd	Evening event with all participating institutions	KfW Foundation	KfW Foundation GU, BioFrankfurt, FZS, WWF, KfW, KPMG
Tuesday, ^{W2} OBK		Lead/Facilitator/Speaker	Institution
09:00–12:00	Theoretical Project Management Tools and techniques of project management, how to create a robust planning to manage your project and the difference between agile and phased based approaches	Prof. Dr. 5UNBIFOSH	external facilitator
13:00–17:00 GU Biologikum Seminarraum 4 (0.302)			

Wednesday, 2nd March			Lead/Facilitator/Speaker Martin Davies	Institution external facilitator
09:00 – 12:00	13:00 – 17:00	How to plan a successful conservation project Introduction to the logical framework approach, how to conduct a comprehensive situation analysis and turn this into a functioning, effective and efficient project		
GU Biologium	Seminarraum 4 (0.302)			
Thursday, 3rd March			Lead/Facilitator/Speaker Martin Davies	Institution external facilitator
09:00 – 12:00	13:00 – 16:00	How to plan a successful conservation project Introduction to the logical framework approach, how to conduct a comprehensive situation analysis and turn this into a functioning, effective and efficient project		
GU Biologium	Seminarraum 4 (0.302)			
16:30 – 17:15	GU Biologium Hörsaal 1 (-1.202)	Lecture tbd	Dr. Claus Bäessler	GU
Friday, 4th March			Lead/Facilitator/Speaker	Institution
09:00 – 12:00	GU Biologium Seminarraum 4 (0.302)	Budgeting of a conservation project How a budget is structured and drawn up to be realistic and to match the project's objectives and activities	Martin Davies Nick Folkard	external facilitators
13:00 – 17:00	GU Biologium Seminarraum 4 (0.302)	Proposal writing and fundraising General introduction into proposal writing and third party fundraising and how a good funding application shall be written including a practical session about proposal writing	Martin Davies Nick Folkard	external facilitators

WEEK 2

Monday, 7 th March		Lead/Facilitator/Speaker	Institution
09:00 – 12:00 GU Biologikum Seminarraum 4 (0.302)	Presentations of six projects potentially funded by KfW Foundation Scholars of KfW Foundation - first presentation of their projects	Martin Davies Nick Folkard	external facilitators
13:00 – 17:00 GU Biologikum Seminarraum 4 (0.302)	Development of the project proposals of the six Spring School real world conservation projects Practical group work: Revision of the problem tree of the project's logframes	Martin Davies Nick Folkard	external facilitators
Tuesday, 8 th March		Lead/Facilitator/Speaker	Institution
09:00 – 12:00 13:00 – 16:00 GU Biologikum Seminarraum 4 (0.302)	Development of the project proposals of the six Spring School real world conservation projects Practical group work: Revision of the problem tree of the project's logframes	Martin Davies Nick Folkard	external facilitators
16:30 – 17:15 GU Biologikum Hörsaal 1 (-1.202)	Lecture tbd	Prof. Dr. Thomas Müller	GU
Wednesday, 9 th March		Lead/Facilitator/Speaker	Institution
09:00 – 12:00 FZS Bernhard-Grzimek-Allee 1 60316 Frankfurt	Financial management and reporting Excursion to the finance department of Frankfurt Zoological Society. Introduction into the world of finance, charity and non-profit organization management. What are the duties, responsibilities, rules and regulations of finance management, and how is it structured? What kind of income and expenditures exist and how do we deal with them? Practical Session/Workshop: How to complete an expenditure report	Florian Becker-Gitschel Nico Alf	FZS

<p>13:00 – 16:30 FZS Bernhard-Grzimek-Allee 1 60316 Frankfurt</p>	<p>Financial management and reporting Which control systems are essential? How does procurement work? How to deal with corruption in the project context? What is the role and importance of foreign exchange (fx) rates and currency management? Practical Session/ Workshop: Impacts of fx rates at different project stages and how to handle them.</p>	<p>Florian Becker-Gitschel</p>	<p>FZS</p>
<p>18:30 Haus Metzler Alt Bonames 6 60433 Frankfurt-Bonames</p>	<p>Speed dating</p>	<p>FZS</p>	<p>KfW Foundation, GU, BioFrankfurt, FZS, WWF, KfW, KPMG</p>
<p>Thursday, 10th March</p>	<p>Financial management and reporting How to read a balance sheet? What are the basic financial key figures of a non-governmental organisation? How do I structure a financial risk planning? What kind of financial audits are possible, how do they work? Practical session/ Workshop: How to read a balance sheet?</p>	<p>Lead/Facilitator/Speaker</p>	<p>Institution</p>
<p>09:00 – 12:00 13:00 – 16:00 FZS Bernhard-Grzimek-Allee 1 60316 Frankfurt</p>		<p>Florian Becker-Gitschel</p>	<p>FZS</p>
<p>16:15 – 17:00 FZS Bernhard-Grzimek-Allee 1 60316 Frankfurt</p>	<p>Getting a project started How do I set up a well-functioning project structure, how do I set up teams? Which tools can be used?</p>	<p>Michael Brombacher</p>	<p>FZS</p>
<p>Friday, 11th March</p>	<p>Development of the project proposals of the six Spring School real world conservation projects Group work: Revision of the draft project budgets</p>	<p>Lead/Facilitator/Speaker</p>	<p>Institution</p>
<p>09:00 – 12:00 13:00 – 16:00 GU Biologium Seminarraum 4 (0.302)</p>		<p>Martin Davies</p>	<p>external facilitator</p>

WEEK 3

Monday, 14th March			Institution
09:00 – 12:00 GU Biologium Seminarraum 4 (0.302)	Management of Public and Private Funding in conservation projects Management of Public and Private Funding in conservation projects	Moritz Püstow	KPMG
13:00 – 17:00 GU Biologium Seminarraum 4 (0.302)	Organisational development and strategies What is an organisational strategy, how to develop it and why it is important to have one	Michael Brombacher	FZS
Tuesday, 15th March			Institution
09:00 – 17:00 GU Biologium Seminarraum 4 (0.302)	Environmental and Social Safeguards in the project context The application of safeguards in project and program management, its challenges and opportunities	Sebastian Spitzer, Claudia Eckhardt	KW
Wednesday, 16th March			Institution
09:00 – 12:00 GU Biologium Seminarraum 4 (0.302)	Personal communication skills in the project context How to communicate effectively, how to make informal / smaller meetings work and how to achieve the aims of a meeting etc.	Cordula Goj	external facilitator
13:00 – 16:00 GU Biologium Seminarraum 4 (0.302)	Conflict management in the project context Why and how do conflicts arise, and how to manage and cope with them?	Cordula Goj	external facilitator
16:30 – 17:15 GU Biologium Hörsaal 1 (-1.202)	Lecture tbd	Prof. Dr. Meike Plepenbring	GU

Thursday, 17th March	07:30 – 19:00 Treffpunkt: GU Biologicum	<i>Excursion to Kellerwald-Edersee National Park</i> Non-intervention management versus conservation management, environmental communication, tourism in a national park	Lead/Facilitator/Speaker Nico Eidenmüller	Institution FZS
Friday, 18th March	09:00 – 12:00 13:00 – 17:00 GU Biologicum Seminarraum 4 (0.302)	<i>Workshop facilitation – how to make a workshop „work“</i> The art and science of facilitation: how to structure workshops and meetings effectively, how to lead group discussions and engage participants, practice of moderation tools, possibility to get individual feedback on facilitation skills.	Lead/Facilitator/Speaker Susanne Duderstädt, Frank Mayer	Institution KPMG

WEEK 4

Monday, 21 st March			Lead/Facilitator/Speaker	Institution
09:00 – 12:00	FZS Bernhard-Grzimek-Allee 1 60316 Frankfurt	PR and communications in a project context What does a communication strategy look like? Why do I need it? Who is my target audience? When do I need a crisis communication plan? How to use social media in the project context? Dos and Don'ts for journalist interviews. Practical exercise: the interview situation	Dagmar Andres-Brümmer Katharina Hensen Nils Elbert	FZS
13:00 – 17:00				
Tuesday, 22 nd March			Lead/Facilitator/Speaker	Institution
09:00 – 12:00	KfW IPEX-Bank GmbH Zeppelinallee 8 60325 Frankfurt am Main	KfW – a key player in international conservation Excursion to KfW, introduction to the KfW Development Bank and conservation projects funded through KfW	Kai Wieland	KfW
13:00 – 17:00				
			Michael Brombacher	FZS
Wednesday, 23 rd March				
Thursday, 24 th March				
10:00 – 12:00	GU Biologikum Hörsaal 1 (-1.202)			
13:00 – 16:00			Wolfgang Lüchtrath	external facilitator

Friday, 25 th March		Lead/Facilitator/Speaker	Institution
09:00 – 12:00 13:00 – 16:00 GU Biologium, Seminarraum 4 (0.302)	Integration of social entrepreneurship in modern nature conservation management Integration of social entrepreneurship in modern nature conservation management – a lesson from the field	Andrew Zaloumis	external facilitator
16:15 – 18:15 GU Biologium Seminarraum 4 (0.302)	Overall evaluation	Michael Brombacher Dr. Stephanie Kalberer	FZS
19:00 – 21:00 FZS Bernhard-Girzimek-Allee 1 60316 Frankfurt	Closing event Hosted by FZS	Michael Brombacher Dr. Stephanie Kalberer	FZS