

LEILA USMANI - BeDiverse Training

PROJECT MANAGEMENT & TRAINING CONSULTANCY, DESIGN + DELIVERY

leilausmani.trainer@gmail.com / (0044) 7946 494 021

With developed experience in the charity and voluntary sector, I am able to work with people from a variety of backgrounds, connecting on professional levels while maintaining an important personable approach. Having undertaken a wide range of training, I now hold in depth experience of delivering informal training activities and managing international projects, detailed below. I am perceptive, organised and flexible with my working times and creative in my approach to designing and delivering training courses on a wide range of subjects.

RELATED EXPERIENCE

SUPPORTING YOUTH TO ACT LOCAL BE SOCIAL, Project Manager, Creative Opportunities, Present

- Securing Erasmus+ funding for this Youth Mobility project to deliver training to youth workers from across Europe on social action and campaigning
- Organising a week long training delivery including venue, accommodation, food, payments, travel reimbursements, participant and partner communication, resources, accessibility and other needs.

ENGAGEMENT & TRAINING OFFICER, Cardiff City of Sanctuary, Displaced People in Action June 2017 - Present

- Training asylum seekers and refugees in public speaking, confidence and training for trainers to become Speakers of Experience
- Co-delivering, with Speakers, awareness raising training and workshops to local and national third sector organisations, health boards, universities, councils and governments.
- Establishing a Steering Committee through network consultation exercises and project handover

PROJECT MANAGEMENT ACADEMY/DEVELOP.EMPOWER.ACHIEVE.LEARN GREECE Trainer, E+ TC, Qendrat "Youth for Social Changes" [Albania]/Alter Ego NGO [Greece], April 2017/ September 2017

- Attend a coordination meeting before the training to confirm finalities of the activity in Macedonia
- Work with the co-trainer to finalise sessions using different methods. I was specifically tasked with finalising and delivering sessions on Getting to Know, Learning Styles and NFE methods, Communication, Inclusion, Creativity and Reflections.

CARDIFF CAMPAIGN COURSE Trainer, collaboration with Hope Not Hate, Reclaim the Power, Unite the Union, Citizens UK, Cardiff People's Assembly, Jan 2014 - Present

- Designing, coordinating and delivering a weekend training course for local activists
- Focussing on inclusion needs, a variety of methods to cover learning styles, and reflection space
- Working in a team to ensure monthly sessions were organised and delivered

EUROPEAN VOLUNTARY SERVICE Trainer, Experiment in International Living on behalf of UK National Agency, Jan 2014 - Present

- Delivering On Arrival Training and Mid Term Evaluation Training to EVS Volunteers in the UK
- Developing non formal experiential learning sessions to meet aims of EVS training programmes
- Evaluating training and EVS project with volunteers, implementing change when necessary and reporting to the National Agency if required.

LONG TERM EXCHANGES (EVS) Project Coordinator, UNA Exchange, Jan 2014 – Oct 2016

- Recruiting, training, monitoring and supervising incoming and outgoing international volunteers
- Collecting, collating and reporting on outputs, outcomes and impact to the British Council
- Working with partners to develop volunteer projects around Wales

SUPPORT OFFICER, Families First Sustainable Employment, Sova, *Jan 2015 – Dec 2015*

- Supporting parents back into education, training and employment with an asset based approach
- Training participants in online job searching, interview skills and communication skills
- Working with external agencies to ensure multi-agency work and develop community provision

VOLUNTEER ENGLISH TEACHER/ SUPPORT WORKER, World Vision Honduras / Alternativas y Oportunidades, Honduras. *Aug 2007 – Jul 2008* / Liberty Lodge Boys Training Centre St Vincent *Jan – Aug 2006*

- Teaching a range of age groups English
- Building my own teaching materials and delivering progressive workshops for street children
- Teaching numeracy and literacy, coaching sports and organising educational field trips

YOUNG LONDONERS NETWORK PEER OUTREACH TEAM, Mayor's Office, *May 05 – Sep 05*

- Going out to grassroots youth clubs, delivering workshops regarding young people's rights and conflict resolution methods
- Informing them on volunteer positions within the not-for-profit sector
- This position exposed me to young people's empowerment and the important role they play within a community.

TRAINING DELIVERY EXPERIENCE

I have experience in designing, developing, delivering and evaluating training in the following subjects, taking into consideration the learning needs, aims and objectives as well as desired outcomes and outputs of the target group and organisation I utilise informal techniques to engage participants and learn through doing.

Equality and Diversity	Cultural Awareness	Discrimination Awareness
Inter-cultural Communication	Action Planning	Transferable skill identification
Teambuilding	Mediation / Conflict Resolution	Social Media Responsibilities
Volunteering	Evaluation Skills	Mentoring & Supervision

RELATED EDUCATION, QUALIFICATIONS AND TRAINING

- **Challenging Assumptions**, *European Funded - ART Fusion Association*, TBC Nov 2016
- **Developing Cultural Competency**, *European Funded - ACT Global*, TBC Dec 2016
- **Alternative Dispute Resolution Methods**, *European Funded - Consilium Development and Training*, Oct 2016
- **Education and Training Level 3**, *Ximenes Training / Highfields Awarding Body*, Dec 2015
- **Building Blocks to Mentoring**, *The Learning Consultancy*, Oct 2015
- **Recruiting, Managing and Training Volunteers**, *Sova Internal Training*, June 2015
- **Safeguarding and Protection of Children and Vulnerable Adults**, *Cardiff Council*, Feb 2015
- **Motivational Interviewing**, *NewLinks Wales*, May 2015
- **Money Mentor Training for Trainers**, *Lloyds Bank*, April 2015
- **Mental Health First Aid**, *Mind Cymru*, March 2015
- **Project Planning, Delivery and Management**, *Voluntariat Slovenia*, Nov 2014
- **Working Across International Cultures**, *Linguarma* Nov 2014
- **Introduction to Equality**, *Give Racism the Red Card*, Nov 2014