

Tadamon Capacity Strengthening Hub Quick Start Guide



TADAMON



Welcome!

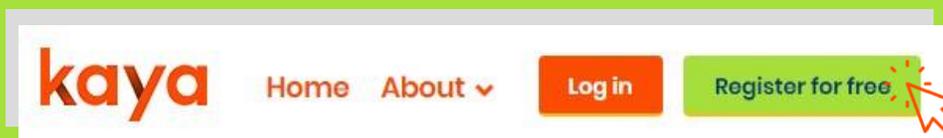
The Tadamon Capacity Strengthening Hub is the product of a partnership with The Humanitarian Leadership Academy, the Islamic Development Bank (IsDB) and the Islamic Solidarity Fund for Development (ISFD) to provide organisations participating in the Tadamon programme with resources to support their learning and capacity strengthening needs.

Kaya hosts the Tadamon Capacity Strengthening Hub and is a global learning platform designed to be accessed from Phones, tablets, laptops and PCs so you can use it whenever and wherever you are. This guide provides everything you need to know as a learner.

Create an account

To access the Hub, track your progress and download your badges, you will need to create a **free** account at [Kayaconnect.org](https://kayaconnect.org).

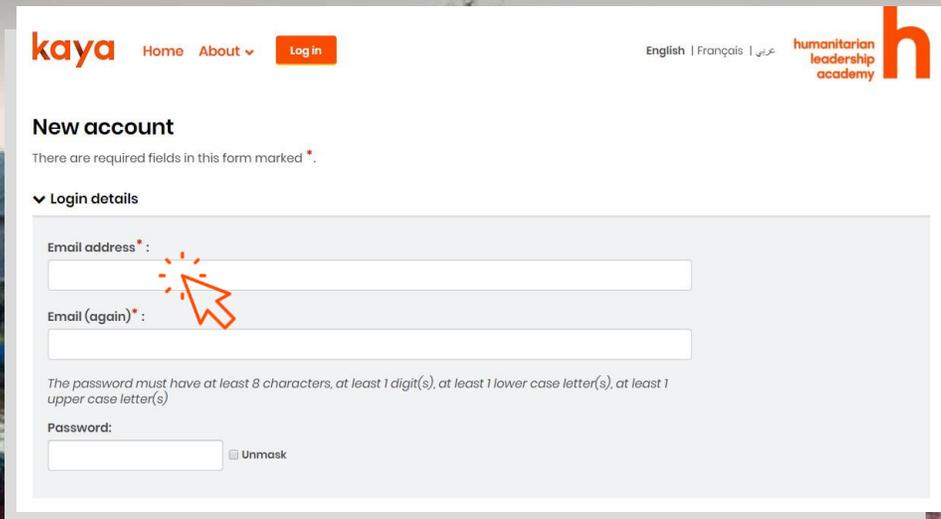
Click the **Register for free** button at the top of the page, or from the main menu if you are using a mobile.



On the registration page you will be asked to complete the mandatory fields that are marked with an asterisk, including your email address, name and other basic information.

We use this data in order to effectively provide you with learning opportunities on the platform and for reporting purposes. If you would like to learn more about how we use and process your data, please view the **Kaya Privacy Policy**, found at the bottom of the page.

Passwords must contain at least 8 characters, including 1 number, 1 lower case letter and 1 upper case letter.



The screenshot shows the registration page for Kaya Humanitarian Leadership Academy. At the top left is the 'kaya' logo, followed by navigation links for 'Home' and 'About' with a dropdown arrow, and a 'Log in' button. On the top right, there are language options: 'English | Français | عربي' and the 'humanitarian leadership academy' logo with a large 'h'. The main heading is 'New account', with a note: 'There are required fields in this form marked *'. A dropdown menu is open for 'Login details'. The form contains three input fields: 'Email address *', 'Email (again) *', and 'Password:'. A mouse cursor is pointing at the first email field. Below the password field is an 'Unmask' checkbox. A note specifies password requirements: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)'. The background of the page shows a scene of people in a boat on a river.

Once you have completed all the fields you should select **Create my new account** at the bottom of the page.

When your account is created you are automatically sent an email with a link that you must click in order to **confirm your account**. You can't join courses until you've done this.

Sometimes the confirmation email can get stuck in your junk folder, or is stopped before it even reaches your computer. If you think this has happened to you then click **Need help?** at the bottom of any page on Kaya to speak to one of our support technicians who will be able to manually confirm your account for you.

You can edit your profile information at any point after registration by clicking on your name at the top of the screen and then selecting **Profile** then **Edit profile**.

Once you have created an account with Kaya and logged in, visit the Tadamon Capacity Strengthening Hub at:

<https://kayaconnect.org/c/tadamon-capacity-strengthening-hub>

And click on 'view course page' (see orange box).

kaya 🔔 Tim

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Tadamon Capacity Strengthening Hub

🌐 Learning pathway, Online self-directed **English**

This Hub is provided by the Islamic Development Bank (IsDB) and Islamic Solidarity Fund for Development (ISFD). It is made available for all organisations participating in the Tadamon programme. If your organisation is not currently in the Tadamon programme or you have not received the required access, please contact team@tadamon.community.

Topic: Humanitarian Essentials, Accountability, Diversity and equality, Principles, practices and standards, Management Essentials, Budgets and finance, Coaching and mentoring others, Communication and language skills, Leadership skills, Project management, Staff welfare, Programme Support, Communications, Coordination, Fundraising and donor management, HR recruitment and deployment, Information management and technology, Logistics, Monitoring and evaluation, Programme design, Quality and governance

Provider: Humanitarian Leadership Academy, Islamic Development Bank (IsDB), Islamic Solidarity Fund for Development (ISFD)

Region: Global

Compatibility: Tablet, Smartphone

[f](#) [t](#) [in](#) [e](#)

View course

Select one of the four pathways to begin learning:

TADAMON

Dashboard / Courses / Tadamon Capacity Strengthening Hub Sharing link Turn editing on

Tadamon Capacity Strengthening Hub

Welcome to the Tadamon Capacity Strengthening Hub

The Humanitarian Leadership Academy has partnered with the Islamic Development Bank (IsDB) and the Islamic Solidarity Fund for Development (ISFD) to provide organisations participating in the Tadamon programme with resources to support their learning and capacity strengthening needs.

The capacity strengthening resources are organised in the 4 pathways below each based on competencies identified by Tadamon partners as priority areas for capacity strengthening.

Courses in these pathways are divided between Essential and Optional. Completing all Essential courses under a pathway grants the learner an iPass badge certifying completion.

You can start with whichever pathway you feel is most relevant to your needs by clicking on its icon.

Leadership, Partnerships and Inclusion
Resources for professionals in the development and humanitarian fields

Resource Mobilisation and Management
Resources covering financial management, fundraising and logistics

Project and Programme Development and Management
Resources covering strategic planning, management, monitoring and evaluation

People Management, Performance and Wellbeing
Resources covering human resources management, development and wellbeing

Select one of the modules:

The screenshot displays the Kaya Learning Management System (LMS) interface. At the top, the 'kaya' logo is on the left, and a user profile icon for 'Tim' is on the right. Below this is a teal header for 'TADAMON' with logos for 'IsDB' and 'UNEP'. A breadcrumb trail reads 'Dashboard / Courses / The IsDB Leadership Partnerships and Inclusion Pathway'. A 'Sharing link' button and a 'Turn editing on' button are visible. The main content area features a heading 'The Tadamon Capacity Strengthening Hub' and 'The Leadership, Partnerships and Inclusion Pathway'. A welcome message follows: 'Welcome to the Leadership, Partnerships and Inclusion Pathway'. A circular icon with three people is accompanied by text: 'The courses in the Leadership, Partnerships and Inclusion pathway cover practical topics related to leadership as well as space to develop a broader and more comprehensive view of topics related and inclusive people management, creating meaningful partnerships, communicating with stakeholders, and delivering principled and equitable services.' Below this is a row of four green course cards with white icons and labels: 'Leadership' (person at a desk), 'Collaboration and Communication' (handshake), 'Diversity and Inclusion' (diverse hands), and 'Upholding Humanitarian Principles and Standards' (document). At the bottom left, a 'Claim your badge' button with a circular progress icon is shown.

Complete the Essential Courses in each module to unlock the badge for the pathway. You will notice a green check mark beside the course after you have completed the course.

Essential Courses

Introduction to Humanitarian Logistics

Name: Introduction to Humanitarian Logistics

Description: In any operation, supply can only reach the beneficiaries through logistics. This course is designed to improve your knowledge around logistics in the humanitarian sector.

Provider: HLA/ Save the Children/ FIELD Programme/ World Vision

Length: 1 hour

Languages available: English, Arabic 



Field Office Setup

Name: Field Office Setup

Description: The key is to understand the environment, and the procedural steps to opening an office and maintaining the correct balance between risk exposure and risk mitigation at every stage. This course aims to improve your knowledge in setting up a field office.

Provider: HLA/ Save the Children/ FIELD Programme/ World Vision

Length: 1 hour

Languages available: English, Arabic 



Telecommunications

Name: Telecommunications

Description: During times of crisis, telecommunications (and the IT systems that support them) support many aspects of emergency operations, but the most critical function is to support the safety of staff. This course aims to improve your knowledge in telecommunications.

Provider: HLA/ Save the Children/ FIELD Programme/ World Vision

Length: 1 hour

Languages available: English, Arabic 



After all essential courses are passed in a module, you will see a green checkmark:

Welcome to the Resource Mobilisation and Management Pathway



The courses and resources featured in this pathway are relevant to all professionals working in the development and humanitarian fields. The pathway is comprised of modules covering topics on: financial management; fundraising including humanitarian financing; and logistics.

 Report a broken link



Financial Management



Fundraising



Logistics



Claim your badge

After all essential courses are completed in a pathway, you can claim one of the 4 badges available on the hub. You are

encouraged to also complete optional courses, but these will not impact whether or not you can claim a badge.

The screenshot shows the Kaya Learning Management System (LMS) interface. At the top, there is a navigation bar with the 'kaya' logo on the left and a user profile icon labeled 'Tim' on the right. Below this is a teal banner with the 'TADAMON' logo and the 'ISDB' logo. A breadcrumb trail indicates the user is in 'Dashboard / Courses / The ISDB Leadership Partnerships and Inclusion Pathway'. A 'Sharing link' button and a 'Turn editing on' button are visible in the top right of the content area.

The main content area features a heading: '— The Tadamon Capacity Strengthening Hub' followed by 'The Leadership, Partnerships and Inclusion Pathway'. Below this is a welcome message: 'Welcome to the Leadership, Partnerships and Inclusion Pathway'.

A circular icon with three people silhouettes is followed by a paragraph: 'The courses in the Leadership, Partnerships and Inclusion pathway cover practical topics related to leadership as well as space to develop a broader and more comprehensive view of topics related and inclusive people management, creating meaningful partnerships, communicating with stakeholders, and delivering principled and equitable services.'

Below the text is a 'Report a broken link' button. A row of four green buttons with white icons and labels is displayed: 'Leadership' (person at podium), 'Collaboration and Communication' (handshake), 'Diversity and Inclusion' (hands holding a heart), and 'Upholding Humanitarian Principles and Standards' (document). The 'Claim your badge' button, which features a circular progress indicator icon, is highlighted with an orange border.

You will be prompted with a page to enter your name, email address, and a string of letters and numbers in order to claim your badge.

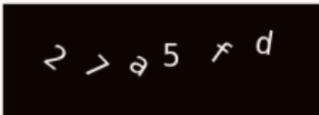
To claim your badge, please enter your full name and email address.

Your name *

Your email address *

WHAT IS THE FIELD PROGRAMME?

FIELD is a ground-breaking capacity building programme. FIELD's focus is to develop the pool of local, national, and international staff who can prepare for and take charge of in-country operational programmes in humanitarian responses. The FIELD Programme comprises of a number of online learning resources, organised into themed pathways.



Enter the text in image above

Terms and conditions

I have read and accept terms and conditions

Submit your application now

- or -

Save and continue later



Once you submit your application, you will receive an automatic email with a link to your badge. If you can't find the email, please check your junk mail.

When you open the link in the email, you will see a page with various links:

- Show badge
- Sharing badge URL
- Link to my.hpass.org where all your badges are stored



ISDB ISFD - LEADERSHIP, PARTNERSHIP & INCLUSION PATHWAY

Issuer:

Islamic Development Bank (IsDB) - Islamic Solidarity Fund for Development (ISFD)
4E1arjyb@isfd.org

Issued on: 03/08/2022

This badge recognises that the holder has successfully completed the ISDB ISFD - Leadership, Partnership & Inclusion Pathway.

This badge is issued to **t.carpentier@savethechildren.org.uk**

Show Badge 

Share badge URL

<https://openbadgefactory.com/v1/assertion/be99d89226024ed952d7bf7502e5036436>

 Copy



<https://my.hpass.org>

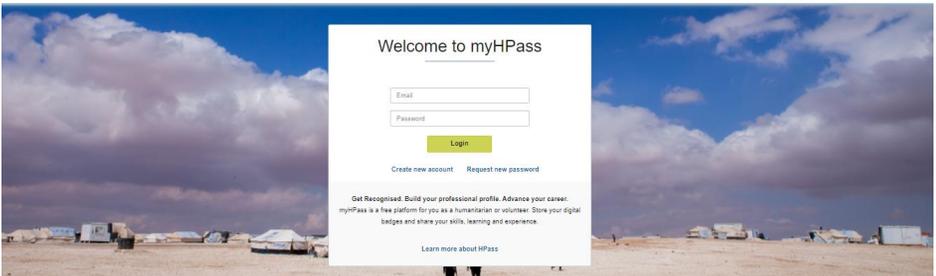
<https://my.hpass.org> is a free, easy to use service, where you can receive and store your Open Badges safely and share them with whomever you like and wherever you like.

Start earning Open Badges right after creating an account! You can find badges in Passport's Gallery that you can apply for from all over the world. Discover new possibilities and create different paths for your Open Badge journey!

If you already have an account in <https://my.hpass.org>, we have saved your badge there. Otherwise you can create your free account by clicking the button below:

Go to Passport

When you click 'Go to Passport' you will need to create an account at HPass to view all your badges.

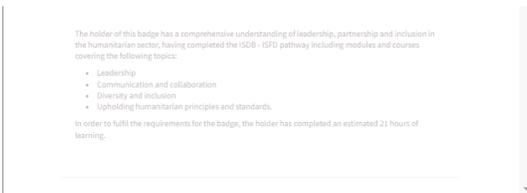


For more information on the badges, see a short video here:
https://www.youtube.com/watch?v=1Okb5_yM6GM

You can also find more detailed information on badges here:
https://kayaconnect.org/pluginfile.php/170288/mod_resource/content/2/Digital%20badge%20intro%20for%20learners-staff-volunteers.pdf

If you experience any technical issues, please let us know in the course support box.

If you have feedback, please complete the feedback form.



is not available until you have completed 19 activities. View more details.

Please click the link below to add your feedback!

Leadership, Partnerships and Inclusion Feedback

The Leadership, Partnerships and Inclusion Pathway

← Previous