



## Welcome to CARE Academy!

We are delighted that you have accepted the role of CARE Academy Liaison!

CARE Academy is a global resource for learning that helps us, as an organization, create change and fulfill CARE's vision and mission. CARE Academy offerings are available to all CARE staff, sister INGOs, local NGOs and project participants. The Academy's learning programs address three areas: skills that critical to CARE's mission; leadership development; and global standards that represent best practices throughout CARE. CARE Academy offers 150 free online courses, as well as instructor-led programs and resources such as facilitator guides to encourage local learning.

As a CARE Academy Liaison, we will look to you to:

- **Maintain the CARE Academy CD ROM "library of courses"** for the Country Office and deliver CD ROM courses to staff who do not have access to the Internet;
- **Keep records of each student who completes a CD ROM course.** Note that if the student completes a course online, the Academy will have an electronic record and you will not need to track it.
- **Inform CARE Academy quarterly of students who complete CD ROM courses** by recording each student's name, along with the course name, completion date and location on the CARE Academy tracking form (see sample in this packet). At the end of each quarter, you will send the completed form to [careacademy@care.org](mailto:careacademy@care.org) so that CARE Academy can prepare course certificates for students in your location.
- **Distribute CARE Academy course certificates** to all staff who complete courses. You will receive certificates from CARE Academy quarterly via the pouch.
- **Promote and encourage learning throughout your office** through small discussion groups, eLearning, instructor-led courses, or special programs and resources specific to your needs.

A great way to learn about CARE Academy is to register, enroll and take a course online at [www.careacademy.org](http://www.careacademy.org). (Refer to the CARE Academy Registration Instructions included in this packet.) Get familiar with our course catalog and instructor-led programs – and be sure to share CARE Academy resources with your colleagues!

You will hear from us frequently – and we hope we will hear from you as well! Thank you for your commitment to learning.

The CARE Academy team  
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