

## Training Outline

a) Name/ Contact Details of Person in charge	
b) Title of Planned Training	
<b>The Larger Context of the Training</b>	
c) Please describe briefly the larger context, that demands for this training	
d) If you're looking back from 6-12 months after the training, what do you want to see participants doing differently (→ <b>training impact</b> )?	
e) In this larger context, what is the purpose of this particular training? Why do you want to do it? Justification?	
f) What is the identified need of participants?	
g) Which expected follow-ups by participants do you want to see?	
h) After 6 months, what criteria will you use to assess whether the training has been successful/worth the effort and money?	
<b>The Training Itself</b>	
i) When is it scheduled for? How long? Where?	
j) Who will participate in the workshop? How many persons, which institutions, what background?	
k) What is their motivation to come?	