

Example of what to include in a report on a training session

Introduction

Include names and designations of trainers and briefly describe progress on the local children's resilience programme and how the training relates to the timing of the planning and implementation of the programme.

Context

Include the location and context for the training, the organizations and communities represented, the number of participants (giving details of how many will be facilitators and how many field coordinators), and the time frame of the training.

Objectives and expected outputs

These are provided in the facilitator and field coordinator training materials. Please document any additional outputs that you planned before the training began.

Programme

Give an overview of the three day programme, highlighting points where sessions were particularly useful for participants or where there were difficulties and how these were addressed. Were you able to cover all the materials? Were any changes necessary to the programme? Give details of changes and the rationale for the changes.

Evaluation

Summarize participants' evaluation of the training. Use this evaluation and your own to work out whether the expected outputs were achieved.

Reflections and recommendations

Conclude with reflections on the training (for example, consider if there are gaps that need to be filled) and give recommendations to support the implementation of the local children's resilience programme, and to improve future training.