

PHASE 3
APPLY

Training Canvas

Effort ●●●●●

Objective

To develop a training plan for the individuals who will be part of project implementation.



Time needed

5–6 hours



Participants

Design and research team

How to use this tool

Having a solid training plan can help you to identify the strengths and gaps of your team, and to pinpoint the focus of your training. This canvas will help you to not only consider the content, but the why and who of a training event.

1. **Understand your needs.** Take time to understand the needs of your program and the individuals who will be implementing it. Some key areas to consider:
 - a. Take into account key stakeholders and intended users of the interventions. This may include project staff or partners, government stakeholders, field workers, health providers, media professionals, community members, or other implementers.
 - b. Ensure the training covers effective communication techniques and the SBC approaches being utilized in addition to technical information needed.
 - c. Consider the range of training methodologies available, including but not limited to on-the-job training, virtual/distance learning (e.g., radio distance learning, e-learning, interactive voice response, mobile curricula), and a more traditional workshop format.
2. **Plan your training.** Once you understand what your needs are, you can design a training that meets those. This will allow for a more satisfying experience for both the participants and the overall program.

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Training Canvas

| UNDERSTANDING YOUR NEEDS | | | |
|---|--|---|---|
| GOALS AND OBJECTIVES | CONTENT | SKILLS | MODALITY |
| <p><i>What do you want to achieve by the end of the training?</i></p> | <p><i>What do you need your team to do?</i></p> <p><i>Note: Ensure the training covers effective communication techniques and the SBC approaches being utilized in addition to technical information around the specific focus health area(s).</i></p> | <p><i>What skills are required?</i></p> | <p><i>What is the best way to train your team?</i></p> <p><i>Consider the range of training methodologies available, including but not limited to on-the-job training, virtual/distance learning (e.g., radio distance learning, e-learning, interactive voice response, mobile curricula), and a more traditional workshop format.</i></p> |
| AUDIENCE | <p>BACKGROUND: <i>What experience and capacity does your team have (or not have) to do the job?</i></p> | | |
| <p><i>Who from your team needs to be trained to be able to implement the program?</i></p> | | | |
| TOOLS AND RESOURCES | Existing Strengths and Skills | Gaps and Needs | |
| | | | |

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Training Canvas

| PLANNING YOUR TRAINING | | | | |
|---------------------------|------------------------------|----------|-------------------|-----------|
| NAME OF TRAINING | | | | |
| TYPE OF TRAINING | | | | |
| PROPOSED DATES | FROM | | TO | |
| TRAINERS | | | NO. IN GROUP | |
| PARTICIPANTS/TEAM MEMBERS | PROPOSED ACTIVITIES/SCHEDULE | | | |
| | Time | Activity | Learning Strategy | Materials |
| | | | | |
| | | | | |
| WORKSHOP OBJECTIVES | | | | |
| | | | | |
| | | | | |
| | | | | |
| VENUE/FACILITIES | | | | |
| | | | | |
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