**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.

PHASE 3: APPLY | **Training Canvas**

UNDERSTANDING YOUR NEEDS

GOALS AND OBJECTIVES

What do you want to achieve by the end of the training?

AUDIENCE

Who from your team needs to be trained to be able to implement the program?

TOOLS AND RESOURCES

CONTENT

What do you need your team to do?

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).

SKILLS

What skills are required?

MODALITY

What is the best way to train your team?

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.

BACKGROUND: *What experience and capacity does your team have (or not have) to do the job?*

Existing Strengths and Skills	Gaps and Needs

PHASE 3: APPLY | **Training Canvas**

PLANNING YOUR TRAINING

NAME OF TRAINING	
TYPE OF TRAINING	
PROPOSED DATES	FROM _____ TO _____
TRAINERS	NO. IN GROUP

PARTICIPANTS/TEAM MEMBERS

WORKSHOP OBJECTIVES

VENUE/FACILITIES

PROPOSED ACTIVITIES/SCHEDULE

Time	Activity	Learning Strategy	Materials