

Training Module Preparation Format

I Cover page consisting (DU Logo, training topic, initiators, submission to, date, and place)

II Acronyms/Abbreviations /Key Terms/Definitions/

III Table of contents

IV List of tables and figures (if any)

V Summary (200-250 words)

1. Background

- Introduction
- Justification (why the training, gap analysis)

2. Training goals and objectives

3. Expected outputs and outcomes

4. Core content,

- Presented in text possibly illustrations, diagrams, graphs, examples etc.
- In-text questions (ITQs), short questions with answers immediately following
- A summary, which includes a numbered list of key points covered

in the study session

- At the end of each training session there are between three and six self-assessment questions (SAQs)

Each partition of the core content of the module shall go along in the following manner

- Training heading/session
- Sub Heading
- Training lesson
- Lesson objectives
- Method of delivery (variety of methods and techniques such as

simulation, role play, debating etc)

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5. Mechanism to measure effectiveness of training

6. Expected Post training activities by trainees

7. Mechanism of Follow up post training Performance

8. References

9. Annexes

- Pre and post test
- Formats