**Tool F – Training report template**

The following training report format[[1]](#footnote-1) is a template you can use and adapt for documenting a narrative report of your training.

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| Training Report format | |
| Event | Training type, title |
| Venue / Date |  |
| Facilitators |  |
| Background | Rational:   * Origin of the request * Context related to PSS in the country / region / zone * Relevant information linked to the preparation of the training (specific agreement with NS, challenges around preparation) |
| Partners | NS, zone / regional IFRC offices, donors other stakeholders outside the RCRC |
| Objectives | What did you wish to accomplish by having this training? |
| Contents | Principal modules/topics covered (same as in training program) |
| Methodology | Training activities and methods used |
| Outcomes | * Number of participants trained and profile / background * NS represented * Outcomes related to the training objectives * Work plan of NS, next steps * Specific PS requests to the NS * Some quotes from participants when possible |
| Training evaluation | * Analysis of pre and post questionnaires * Participants evaluation of the training, such as:   + Facilitators skills   + Meeting participants expectations   + Organisation of the training   + Whether the training was safe, inclusive and participatory, etc. |
| Room for Improvement | Any information regarding training content, facilitators’ skills, time management, venue, food etc. |
| Reference documents and other material used |  |
| Other comments |  |

1. M&E package for Health Emergency Response Unit, psychosocial component. IFRC (pending publication), tool F. [↑](#footnote-ref-1)