

**ANNEX II, APPENDIX 3
TO REQUEST FOR PROPOSALS (RFP) N° PTD/09/080**

PLEASE NOTE: IT IS A REQUIREMENT THAT THIS TEMPLATE BE USED AND NO OTHER

Template – Description of Learning Training Initiatives/Activities

Please fill in one table per workshop/course in each Category A-G (can include WS but need not be limited to these only)

Name of the Training Learning Initiative/Activity (e.g. *“Can’t Do Without Communication Skills”* Workshop (WS))

Number of days:

Training Objectives and Expected Outcome	Training Content	Methodology and Sample Activities	Supporting Training Material	Other Comments
Specify general and specific objectives of the WS Provide possible performance indicators, define criteria of minimum success and measurement methodology to determine the outcome of the delivery whether workshop or other	Briefly describe the subjects/topics covered during the WS (by day)	Briefly describe applied methodologies (applied training approaches, techniques and tools) and possible activities during the WS	Briefly describe accompanying training material including the proposed media (e.g. paper, CD) that will be used during the WS and/or help the participants to practice afterwards	