ToT/Workshop Report

*The trainers are responsible for completing this template every day, with the main points of the ToT/Workshop.*

|  |
| --- |
| **Day in Programme and Date:** Tuesday, 3 December 2013, ToT Day A |
| **Main topics covered:**  |
| **Main Organizational Issues** *What admininistrative/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of the week)?* |

|  |
| --- |
| **Day in Programme and Date:** Wednesday, 4 December 2013, ToT Day B |
| **Main Topics Covered:**  |
| **Main Organizational Issues** *What administration/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of the week)?* |

|  |
| --- |
| **Day in Programme and Date:** Thursday, 5 December 2013, Workshop Day 1 |
| **Main Topics Covered:**  |
| **Main Organizational Issues** *What administrative/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of this week)?* |

|  |
| --- |
| **Day in program and date:** Friday, 6 December 2013, Workshop Day 2 |
| **Main Topics Covered:**  |
| **Main Organizational Issues:** *What administrative/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of the week)?* |

|  |
| --- |
| **Day in Programme and Date:**  Saturday, 7 December 2013, Workshop Day 3 |
| **Main Topics Covered:**  |
| **Main Organizational Issues** *What administrative/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of the week)?* |

|  |
| --- |
| **Day in Program and Date:**  Sunday, 8 December 2013, Workshop Day 4 |
| **Main Topics Covered:**  |
| **Main Organizational Issues** *What administrative/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of the week)?* |

|  |
| --- |
| **Day in Programme and Date:**  Monday, 9 December 2013, Workshop Day 5 |
| **Main Topics Covered:**  |
| **Main Organizational Issues** *What administrative/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of the week)?* |

|  |
| --- |
| **Day in Programme and Date:**  Tuesday, 10 December 2013, ToT Day C |
| **Main Topics Covered:**  |
| **Main Organizational Issues** *What administrative/logistical issues presented themselves today that detracted from or significantly helped the sessions?* |
| **Main Technical Issues** *What technical elements detracted from or significantly helped the sessions?* |
| **Strengths** *What seems to be the highlight of the day?* |
| **Weaknesses** *What seems to have been the weakness of the day?* |
| **Recommendations** *What should the facilitation and/or support team do to improve this day next time the ToT/Workshop is conducted (and/or to improve the rest of the week)?* |