

# **TRAINING**

# **PLAN**

**System name:**

**Baobab Health Trust, Deployment Department**



**Training Plan  
Authorization  
Memorandum**

Training Plan Authorization

I have carefully assessed the Training Plan for the eBRS system. This document has been completed in accordance with the requirements of BHT system management methodology

MANAGEMENT CERTIFICATION - *Please check the appropriate statement.*

\_\_\_\_\_ The document is accepted.

\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_ The document is not accepted.

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We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_  
NAME

Capacity Building Lead

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

Deployment Manager

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

Operations Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

Executive Director

\_\_\_\_\_  
DATE

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## **1.0 GENERAL INFORMATION**

## **1.0 GENERAL INFORMATION**

### **1.1 Purpose**

Capture

- ➔ background ie what necessitated the training
- ➔ objectives ie focus of the training

### **1.2 Scope**

Capture

- ➔ target users to be trained
- ➔ target system to be trained on
- ➔ areas of the system that will be left out and reason why (where applicable)s

### **1.3 System Overview**

Capture

- ➔ the main objectives of the system
- ➔ various roles in the system
- ➔ various levels of the system where applicable

### **1.4 Points of Contact**

### 1.4.1 Information

Capture:

- ➔ point of contact at facility or partners eg NRB or incharge etc
- ➔ point of contact at the organization level ie product owner, training coordinator

Name	Designation	Organization	Contact Details

### 1.4.2 Coordination

Capture:

- ➔ how communications for smooth trainings will happen between BHT and target partners and the responsibilities at each level

## 1.5 General Training Prerequisites

Ensure availability of the following

- Finances – allowances, accommodation,
- Human resources – Trainers and trainees
- Training materials – stationery, user manuals, practical scenarios
- Communication
- Transportation – vehicles and transport refunds
- Supporting Hardware

## **2.0 Training Approach**

## 2.0 TRAINING APPROACH

### 2.1 Training Requirements

In order to have a successful training, the trainers are expected to have the following skills:

- Presentation and facilitation skills
- Computer skills and understanding of the system being trained on
- Knowledge of the EMR workstations

### 2.2 Roles and Responsibilities

Capture:

- ➔ who will conduct the trainings
- ➔ who will do the supported
- ➔ roles and responsibilities of each person or

Name	Designation	Organization	Role/Responsibilities	Contact



## 2.3 Techniques and Tools

### 2.3.1 Training Techniques

Capture:

- ➔ the approach to administering the training ie participatory, one-on-one sessions, lecture etc

### 2.3.2 Training Tools

Capture:

- ➔ tools required to administer the chosen training approach

## 2.4 Training Prerequisites

Should capture:

- ➔ basic requirements from the participants ie computer knowledge, MoH protocols

## 2.5 Schedule

Should capture:

- ➔ activities to happen before trainings ie communications,
- ➔ activities to happen during trainings ie number of training days,
- ➔ duration of each activity
- ➔ people or person responsible for each activity

No:	Activity Name	Duration	Responsible Person
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**2.6 Curriculum**

Should capture:

- ➔ content t be covered during the training

3.0 EVALUATION

## **3.0 EVALUATION**

### **3.1 Metrics**

Capture:

- ➔ Indicators that will be used to assess success of the training against the plan  
eg
  - Total number of people trained within the month compared with the planned number (percentages calculated). This will be captured through the attendance registers compared with the submitted list of all targeted participants
  - Duration of the trainings compared with the planned number of days. To be captured by comparing the planned days with the length of stay for trainings per site.
  - For trainings targeting deployments, total number of sites to have gone live following successful trainings will be tracked
  - Satisfaction with the training approaches taken will be evaluated through the training evaluation forms

### **3.2 Strategy**

Capture:

- ➔ Approach to be taken to assess knowledge transfer
- ➔ Approach to be taken to cement knowledge transfer

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