

A. PRE-TRAINING PHASE

STEP 1

•Identify type of training needed

- User needs assessment form
- Proposal development

STEP 2

•Name list of people identified for training

- Names of people to be trained should be identified by health facility management.
- Can include staff from management, clinical staff, technical staff and support staff.
- See Facility Training Participant list Form. Collect all details on the form

•Environmental assessment

- Security (for the training materials)
- Availability of stable power source and power backup source
- Identify Venue (Consider number of participants and hardware for the training)

STEP 3

•Draft training schedule

- Training Schedule Template

[Refer to the respective systems teacher's guide](#)

STEP 4

•Communicate with health facility management

- Inform the facility of the pending training and confirm logistical arrangements
- Share training schedule with health facility management and finalize
- (refer to the SOP on Facility Engagement and Communication)

STEP 5

•Prepare training materials, hardware and equipments

- Training training preparation checklist
- Training Server prepared and tested with scenarios

[\(See Attachment\)](#)

STEP 6

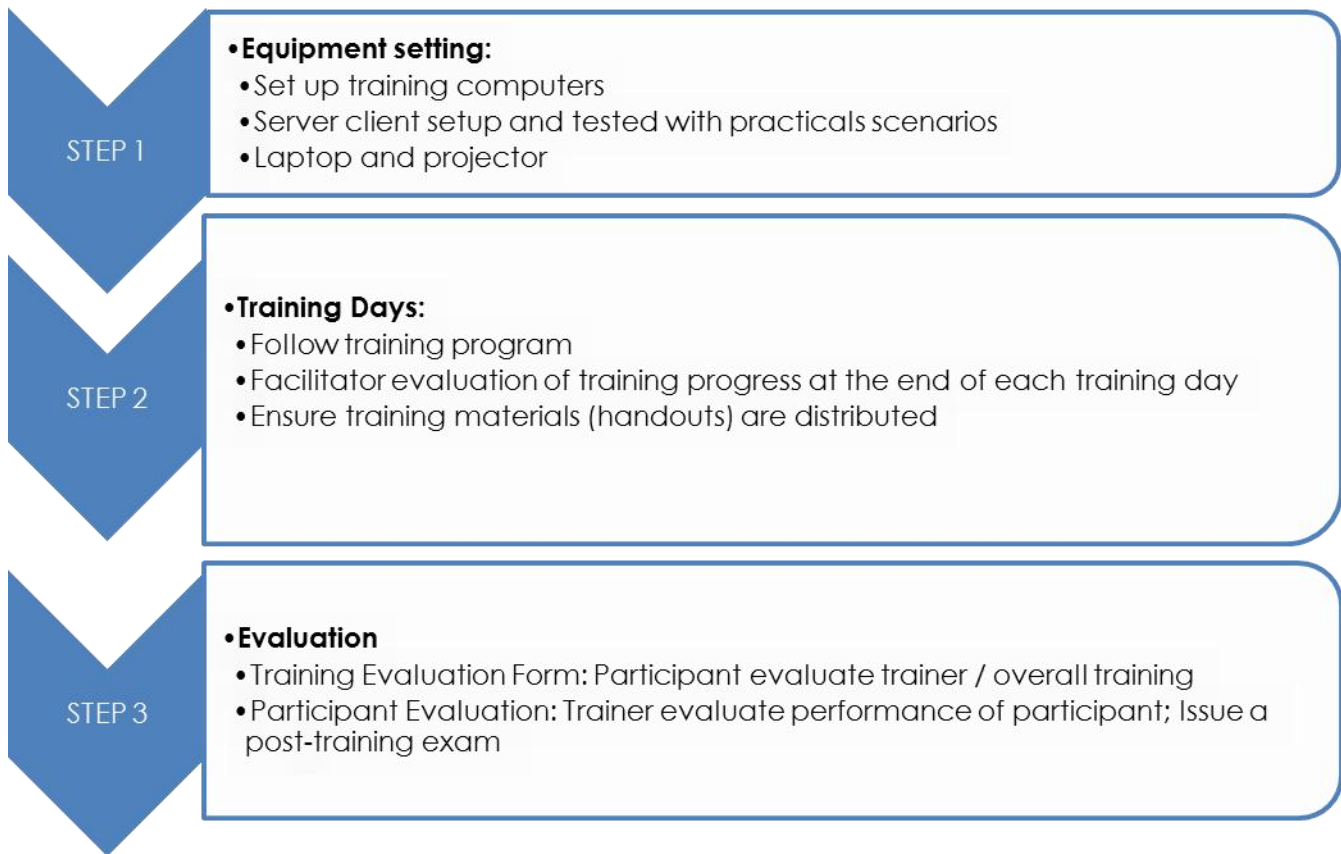
•Print and prepare training materials and handouts

- Participants' registration form
- Per diem signing form (See Attachment)
- Training evaluation form
- Participant daily attendance register (See Attachment)

[\(See Attachment\)](#)

[\(See Attachment\)](#)

B. TRAINING PHASE



C. POST-TRAINING

