

A. PRE-TRAINING PHASE

CTED 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 sccenarios

(See Attachment)

STEP 6

Print and prepare training materials and handouts

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

(See Attachment)

(See Attachment



B. TRAINING PHASE

Equipment setting:

- •Set up training computers
- Server client setup and tested with practicals scenarios
- Laptop and projector

Training Days:

• Follow training program

• Facilitator evaluation of training progress at the end of each training day

• Ensure training materials (handouts) are distributed

Evaluation

• Training Evaluation Form: Participant evaluate trainer / overall training

 Participant Evaluation: Trainer evaluate performance of participant; Issue a post-training exam

C. POST-TRAINING

• Final Report:

STEP 1

STEP 2

STEP 3

- Final Report Template
- Complete final report within five (See Attachment)

User Support:

• Five days support per module for new deployments

•Two days support for refresher trainings

Monitoring and Evaluation

• Evaluate training effectiveness and continued system use

STEP 3

STEP 2