ToT. Durable Solutions in Somalia

Some of the critical things that should be clarified during the assessment phase of a training preparation

- Why are we organizing a training event?
  - ☐ What are the training needs identified, what are the most pressing ones?
  - ☐ What is the main goal and tentative objectives of the training?

- Who the participants are?
  - ☐ Target audience
  - ☐ Profile
  - ☐ Experience and capacities to apply the learnings and skills gained during the workshop

- What are the topics and skills that we should focus on?
  - ☐ learning needs of the participants on both the substance and the soft skills
  - ☐ Topics to focus on
  - ☐ Detailed objectives of the training

- How?
  - ☐ Modalities of the training event (remote, blended approach, face to face)
  - ☐ Number of participants
  - ☐ How long the training event is – How many days/hours is the effective training time?
  - ☐ When and where the session will take place
  - ☐ Start with logistics (rooms, equipment, visuals, etc.)