1. **General information**

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|  | Guiding questions/explanation |
| 1.1 Course title |  |
| 1.2 Date and duration of training | *Number of days and learning hours* |
| 1.3 Venue |  |
| 1.4 Participants   * Number * Gender * Profile * List (Annex) | *Coaches, teachers, multipliers, practitioners from formal, non-formal organisations, others?* |
| 1.5 Implementing organisations | *Names, especially relevant if organisations other than the reporting organisation were involved in the planning and implementation of the training course* |
| 1.6 Objectives | *1. Objectives of the training course itself*   1. *Objectives in terms of how trainees are to apply their newly acquired knowledge* |
| 1.7 Follow-up of participants | *Explain how the outcome of the training is monitored, i.e. how participants apply their newly acquired knowledge. State whether the report is written before or after this follow-up.* |
| 1.8 Certification | *Describe the type and terms of certification and stipulate and describe the certifying organisation.* |
| 1.9 Summary | *Give a brief overview of the workshop and the outcomes.* |

**2. Course implementation and evaluation**

In this section, please explain how the training course was prepared and conducted, and summarise the results of the course evaluation.

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|  | Guiding questions/explanation |
| 2.1 Agenda/programme of ToT |  |
| 2.2 Workshop/seminar |  |
| 2.2.1 Modules | *Describe briefly the topics of the modules, and how these were adapted to the local requirements, specific target group etc.* |
| 2.2.2 Methods | *Describe briefly the methodological approaches used (training, excursion/field visit, and discussions, individual and group work,…)* |
| 2.2.3 Materials | *Describe briefly the learning materials used. Attach a complete list in the Annex.* |
| 2.2.4 Trainers | *Professional profile* |
| 2.3 Analysis |  |
| 2.3.1 Analysis of participants’ course evaluation | *Synthesis and implications of participants’ course evaluation* |
| 2.3.2 Analysis of trainers’ course evaluation | *Synthesis and implications of trainers’ course evaluation* |
| 2.3.3 Significant learning experience | *What insights has the training organisation gained?* |
| 2.4 Conclusion of analysis |  |
| 2.4.1 Recommendations for follow-up | *If the follow-up has not yet taken place!* |
| 2.4.2 Recommendations for further training courses | *Related to target group, content, methods, etc.* |

**3. Follow-up and outcome monitoring**

In this section you should explain how the follow-up was conducted and lay out the result of the process.

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|  | Guiding questions/explanation |
| 3.1 Follow-up strategy | *How did you organise the follow-up? (further trainings, meetings, coaching/mentoring, workshops, …)* |
| 3.2 Quantitative and qualitative indicators | *How do you know that objectives have been achieved?* |
| 3.3 Outcomes | *What have been the results of the capacity building process at the level of the observable action of the trainees?*   * *On the sportgrounds?* * *During coaching/mentoring?* * *at institutional level (schools, NGO, association)?* |
| 3.4 Enabling conditions | *Explain the enabling factors to ensure the sound implementation of Sport for Development, as well as difficulties encountered, and reflect on the follow-up strategy.* |
| 3.5 Recommendations for follow-up | *On the basis of your own learning experience, what do you recommend for further following up the same trainees, and what would you suggest for the follow-up of new trainees?* |

**4. Recommendations**

This section contains an overview of the implications of learning experience.

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|  | Guiding questions/explanation |
| 4.1 Recommendations for follow-up | *On the basis of your own learning experience, what do you recommend for further following up the same trainees, and what would you suggest for the follow-up of new trainees?* |
| 4.2 Recommendations for further training courses | *Regarding the length of the training course, the topics and methods selected, the design of the follow-up* |
| 4.3 Recommendations for implementing organisations | *Regarding the choice of target group, trainers’ profile, venue, and monitoring process* |
| 4.4 Recommendations for mainstreaming sport for development and/or policy level/administration | *What relevant institutional and/or systemic aspects should be brought to the attention of those responsible for the institutional and political response? (enabling or hindering environments for sport for development implementation at school, outside school, teacher training, trainers training or other levels)* |

**Thank you for taking the time to help us!**

**Your Sport for Development training team**