

A. POINT OF CONTACT (POC) INFORMATION	
Implementing teacher contact information	
POC full name:	
POC job title:	
POC workplace: institution name and address (city/district/village):	
POC email:	
POC mobile phone number:	
Years of teaching experience of POC:	

B. TRAINER(-S) QUALIFICATIONS	
When did you complete the EWB Training of Trainers (ToT) or Leadership Camp program? Indicate the year and cohort (summer, winter, or spring).	
What other relevant trainings, workshops, or professional development courses have you completed within the last 5 years?	

If applicable, please indicate whether you have served as a trainer or co-trainer, and briefly specify in which program or event.	
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C. TRAINING DETAILS						
A number of phases of this training will have:						
<i>Training phase</i>	<i>Location where training will be conducted (region, city, district, village)</i>	<i>Start date of training</i>	<i>End date of training</i>	<i>Estimated total days of training in this phase</i>	<i>Estimated hours of training per day</i>	<i>Estimated number of trainees in this phase</i>
Phase 1: Workshop						
Phase 2: Follow-up activities						

D. PROBLEM STATEMENT	
Provide a brief description of the problem(s) your proposed workshop aims to address in the target location. Include insights from teachers' needs assessments , official statistics , education department reports , or survey results relevant to the issue. (Max. 500 words)	

E. AUDIENCE DEMOGRAPHICS

Provide a brief description of the anticipated audience for this training, including details such as their home institutions , teaching experience , the levels they teach , and/or their language proficiency . (Max. 300 words)	
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F. TRAINING DESCRIPTION: SMART GOALS, OBJECTIVES, IMPACT AND DELIVERABLES

Describe how this training will address the problem outlined above. Specify the goals and objectives , detailing what trainees will be able to do or will have learned by the end of the session. (Max. 500 words)	
Describe the methods you will use to assess whether trainees have successfully learned the workshop content. (Max. 300 words)	
Outline any materials or resources that will result from this training.	

G. TRAINING AGENDA (DAY 1)
Please customize the agenda based on your plan. This is a template; ensure all details are updated accordingly.

ACTIVITY	DATE & TIME	TRAINER
Welcome and introductions		
EWB presentation		
EWB Survey and Registration Form		
Pre-training test		
Session on ***		
Coffee-break		
Session on ***		

Wrap-up and reflection on Day 1		
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G. TRAINING AGENDA (DAY 2)

Please customize the agenda based on your plan. This is a template; ensure all details are updated accordingly.

ACTIVITY	DATE & TIME	TRAINER
Welcome and introductions		
Session on ***		
Session on ***		
Coffee-break		
Session on ***		
Session on ***		
Wrap-up and reflection on Day 2		

G. TRAINING AGENDA (DAY 3)

Please customize the agenda based on your plan. This is a template; ensure all details are updated accordingly.

ACTIVITY	DATE & TIME	TRAINER
Welcome and introductions		
Session on ***		
Session on ***		
Coffee-break		
Session on ***		
Session on ***		
Wrap-up and reflection on Day 3		

G. TRAINING AGENDA (DAY 4: DEMO SESSIONS OF PARTICIPANTS)

Please customize the agenda based on your plan. This is a template; ensure all details are updated accordingly.

ACTIVITY	DATE & TIME	TRAINER
Welcome and introductions		
Participants Demo Session		
Coffee-break		
Post-training test		
Wrap-up and reflection on the workshop		
Planning follow-up activities with participants		

Award ceremony		
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H. FOLLOW-UP ACTIVITIES OUTLINE

Describe the activities you will implement to **verify** that participants are **applying** the new skills learned in the training in their classes (e.g., observation visits, peer coaching, follow-up workshops, online community or forum, student feedback, etc.).
(Max. 500 words)

I. TRAINING BUDGET

Total Budget (in U.S. dollars, maximum \$500)

\$ _____

Does the budget reflect all the training phases mentioned in **section C** above?

____ Yes ____ No

[Use the attached Training Budget Summary Template.](#)