



# SD8: SAMPLE OUTLINE OF A POST FIELD TEAM TRAINING REPORT

## REPORT TITLE

(E.g. Post Field Team Training Report for XXX [i.e. Target Area])

### 1. Overview of the Training

Provide general information related to the training such as dates and location of classroom and field sessions, details of the trainer, number of trainees and other participants, etc. Possible annexes may include:

- Annex 1: CoBRA assessment field team training programme
- Annex 2: Full list of training participants and their details

### 2. Brief explanations on the training sessions and main training outputs

Outline how different training sessions were carried out. Possible annexes may include:

- Annex 3: CoBRA sampling frame
- Annex 4: CoBRA assessment logistics plan

### 3. Lessons Learnt from the training

Summarize good practices from classroom/field sessions that worked particularly well. In addition, highlight challenges that arose during training. For example, in each training session list systematically any issues raised/difficulties in conceptual understanding faced by trainees, and other technical/operational constraints encountered by the participants, etc. Make practical recommendations as to how future training could be modified or improved.

### 4. Way Forward

Provide the latest CoBRA assessment timeframe (i.e. update from [SD1 Section 5](#)). If there are changes in timeframe, explain why these changes are necessary. Suggest how local feedback and validation processes should be organised.

Steps	Implementation Timeline															
	[Month]				[Month]				[Month]				[Month]			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Assessment preparation (Step 1&2)	■	■	■	■												
Field staff training (Step 3)					■											
Field data collection (Step 4)					■	■	■									
Data Analysis (Step 5)							■	■	■							
Validation workshop (Step 6)										■						
Report finalization (Step 7)											■	■				
Policy/programme advocacy (Step 7)												■	■	■	■	■