

**EDPQS Toolkit 3**

Training Planning Grid

**This grid will help trainers to prepare for specific training events using the EDPQS Toolkit 3.** It can also be used to communicate with others about practical aspects concerning the training preparation.

The grid lists key aspects that will help to determine how the training should proceed. The third column in the grid can be used to reflect on how to accommodate the specific circumstances of the training in planning the training contents; it can also be used to note any outstanding questions or actions.

|  |  |  |
| --- | --- | --- |
|  |  | **Implications for the training contents and organisation, if any** |
| **Key information about the event** | | *(see Chapters 1 and 4 in the Trainers’ Guide)* |
| Planned date/month for the training |  |  |
| Planned location/venue |  |  |
| Planned title of training event |  |  |
| Staff members involved (one or several trainers, training host institution, other) |  |  |
| Why is this training being organised? |  |  |
| Any particular goals for the training beyond those stated in the Trainers’ Guide? (e.g. if training will be attended by national policy-makers, then advocacy for high quality prevention may be an additional goal) |  |  |
| Is the training being delivered as a standalone event specifically about EDPQS or integrated into an existing course or conference (e.g. on prevention)? |  |  |
| Will the training be free of charge for participants? If not, then the European Prevention Standards Partnership must be contacted prior to the event (see Trainers’ Guide for details) |  |  |
| Who is in charge of organising the event (e.g. invitations, participant travel, etc.)? |  |  |
| **Anticipated Participants** | | *(see Chapter 2 in the Trainers’ Guide)* |
| Expected number of participants |  |  |
| Professional role of participants? (e.g. practitioners, decision-makers, developers of prevention activities, University students) |  |  |
| Participant group likely to be heterogeneous or homogeneous? |  |  |
| Expertise and familiarity with prevention concepts and evidence-based approaches? |  |  |
| Other notes concerning participants (e.g. topic area, geographical area, language): |  |  |
| **Agenda** | | *(see Chapters 1 and 3 in the Trainers’ Guide)* |
| How much time will be available for the training? |  |  |
| Which Module from the Trainers’ Guide will be delivered (i.e. Short Training, One Day Training, Two Days Training)? Will it be delivered as outlined in the Guide or in an adapted form? |  |  |
| Will the training offer any additional contents/activities not included in the Trainers’ Guide (e.g. country-specific information, information about evidence-based approaches to prevention)? If so, who will prepare these inputs and how will they fit into the agenda? |  |  |
| *(for overview of Units and draft agenda, see table below)* | |  |
| **Materials and other practicalities** | | *(for an overview of necessary materials, see the “Handouts for participants” file in this Toolkit)* |
| Materials to prepare/print? (e.g. handouts, slides, agenda, copies of EDPQS Manual/Quick Guide) |  |  |
| Technical/room requirements |  |  |
| Anything to check or clarify with colleagues or training host institution/organisers? |  |  |
| Anything to check or clarify with the European Prevention Standards Partnership? |  |  |
| If your country has an EDPQS Champion (or a representative from the Prevention Standards Partnership): are they going to be present, or involved in the training? |  |  |
| Other practicalities to consider |  |  |
| **Needs assessment and evaluation** | | *(see Chapter 2 and section 4.4 in Trainers’ Guide)* |
| Dates for sending out pre-seminar questionnaires and for following-up participants to return the questionnaire? |  |  |
| Will the training be evaluated in line with the recommendations in Trainers’ Guide section 4.4? |  |  |
| Will the training host institution conduct their own evaluation? If yes, the EDPQS evaluation forms may need to be amended (e.g. using only the quiz but not the course satisfaction form) |  |  |
| Should it be possible to link pre- and post-seminar quiz responses? If so, the questionnaires will need to be amended in line with the guidance in the Trainers’ Guide |  |  |
| Will a formal evaluation report be required/produced (e.g. for/by the training host institution)? |  |  |

**Draft agenda**

* Remove any Units which won’t be delivered during this training event (check the Trainers’ Guide to see which Units belong to which recommended Module)
* Insert coffee and lunch breaks at appropriate intervals
* See section 1.5 in Trainers' Guide for further guidance

|  |  |  |  |
| --- | --- | --- | --- |
| Start time | Unit | *Recommended duration (min)* | *Comments on this Unit* |
|  | 0. Opening Session | *10-20* |  |
|  | 1. Sharing the premises | *45* |  |
|  | 1A. Brief sharing of the premises | *20* |  |
|  | Special presentation on country situation with regard to quality in prevention? |  |  |
|  | 2. Presentation: EDPQS | *30-40* |  |
|  | 2A. Presentation: EDPQS Support materials | *20* |  |
|  | 3. Presentation: EDPQS Checklist & Case study 1 | *50* |  |
|  | 4. Project Analysis using Case study 2 | *105* |  |
|  | 4A. Project Analysis using Case study 2 (shorter version) | *60* |  |
|  | 4B. Self-reflection using Toolkit 2 | *105* |  |
|  | 5A. Compo Building | *60* |  |
|  | 8A. Conclusions Day 1 | *20* |  |
|  | 0A. Opening Session Day 2 | *10* |  |
|  | 5. Project Building | *120* |  |
|  | 6. Project Revisions | *150* |  |
|  | 7. Promoting Quality in Prevention | *60* |  |
|  | 8. Conclusions and Closing session | *15-30* |  |
|  | Any additional Units or activities not suggested in Trainers’ Guide? |  |  |
| TOTAL DURATION? | |  |  |