Annex 7: The training cycle

1. Decide overall aims of training
2. Decide broad subject of the training areas
3. Decide detailed content for each area
4. Divide into individual sessions
5. Make session aims & learning outcomes
6. Structure the sessions into a programme
7. Decide on delivery methods
8. Prepare training materials
9. Prepare for training
10. Deliver training
11. Evaluate training

Take into account needs of the organisation
Take into account the needs of the participants