# The Swedish Institute Ukraine Cooperation Programme

## Enclosure 6: Training Programme Design

Call for funding with application deadline 15 May 2024

**Title of the training programme**

**Main applicant organisation**

**Thematic option** (should be the same as selected in enclosure 1)

Choose one

**Number of participants** (min. 20)

## About this enclosure

In this enclosure the applicant describes how the training programme itself is designed. Supporting activities such as planning, administration, and follow-up work should instead be described in the project work plan (enclosure 2, *Project implementation*).

## Programme description

* 1. **Give a brief introduction to the training programme for a prospective participant.**

*Maximum 2 000 characters (mandatory question)*

* 1. **Training programme duration (YYYY-MM-DD – YYYY-MM-DD)**

*Specify only the expected starting and ending from the point of view of the participants. The training programme duration must be within the time frame of the overall project duration as applied for from SI.*

Programme start (YYYY-MM-DD):

Programme end (YYYY-MM-DD):

*Comments (max. 1 000 characters, optional)*

## Training programme plan

*The design of the programme may include a variety of activities both onsite and online, such as lectures, workshops, study visits, facilitated project work, mentoring, peer-to-peer learning and much more. Participants' learning experience can be further enriched through independent work, such as assignments, self-studies, and work in own projects. However, a minimum of 80 hours of 'live' activities for each participant is required. “Live” activities refer to activities with direct involvement with teachers/mentors/facilitators in real-time settings, such as workshops, classes, seminars or coaching as opposed to self-studies, pre-recorded lectures, work in own assignments etc. To ensure the success of the program, a well-thought-out pedagogical process is needed when designing the programme.*

* 1. **Indicate which main components you intend to include in the training programme as well as the anticipated number of scheduled hours per component type and participant, i.e. how many hours will one participant engage in the programme, divided per component *(mandatory to answer)***.

|  |  |
| --- | --- |
| **Component type** | **Number of hours per participant** |
| Seminars/conferences/classes (live, i.e. not pre-recorded) |    |
| Workshops |    |
| Coaching/mentorship |    |
| Study visits |    |
| Networking/meeting with stakeholders |    |
| Work in own (or group) assignments/projects |    |
| Self-studies (e.g. reading, e-learning, pre-recorded lectures etc) |    |
| Other, specify below |    |

*Comments (max. 1 500 characters, optional)*

* 1. **a) Describe the thematic and pedagogical structure of the program designed to achieve the short-term objectives. Relate to your answer in question 2.1.**

*Maximum 1 500 characters (mandatory question)*

 **b) What thematic and pedagogical experience do you have with this form of education or training methods within the formal partnership?**

*Maximum 1 500 characters (mandatory question)*

* 1. **Describe how you will work with group dynamics and team building in the training programme. This could include for example social and cultural activities.**

*Maximum 1 200 characters (optional question)*

## Participants

*Participants of the training programme should represent the target group of the project as explained in enclosure 1 Project relevance. Participants should be professionals, e.g. employed or in another capacity representing an organisation. At least 20 participants are expected for each training programme.*

* 1. **Indicate below per category, the expected number of participants in the programme based on their organisational affiliation *(mandatory to answer).***

|  |  |
| --- | --- |
| **Sector** | **Number of participants** |
| Business companies |    |
| Business and trade organisations |    |
| Civil society organisations (e.g. NGOs, foundations) |    |
| Government agencies |    |
| Higher education institutions and research institutes |    |
| Municipalities |    |
| Other, specify below |    |

*Comments (max. 1 500 characters, optional)*

* 1. **Describe the idea behind the anticipated participant composition of the training programme. Relate to your answer in question 3.1.**

*Maximum 1 500 characters (mandatory question)*

* 1. **Explain your plan for outreach, marketing and recruitment of participants.**

*Maximum 1 500 characters (mandatory question)*

## Plan for evaluation

* 1. **Please describe how the training programme will be evaluated, including methods such as surveys and other assessment tools. The evaluation should relate to the short-term objectives and may consider for example participants’ initial expectations, first impressions, and subsequent follow-up assessments.**

*Maximum 1 500 characters (mandatory question)*

## Future development

**5.1 Reflect on how the programme is set up to enable future learning and development for the target group, their organisations and possibly an extended target group in Ukraine. This could for example include “train the trainer” concepts, consecutive cohorts within each programme, activities to initiate further project work, further cooperation with partners etc**

*Maximum 1 500 characters (mandatory question)*