Needs assessment

Learning needs (and, more specifically, needs for competence development, if possible) should be extracted from a survey sent out to the participants before the start of the course. In addition, in case a periodical survey on the level of the network is available, needs and competences could be found there as well.

What are the needs/expectations from the participants?
What are 3-5 top competences indicated by the staff?
Are there any patterns that inform our focus?

Intentions / objectives of the staff training

What are the intentions/objectives of the training?
Do they correspond to the current context (policy context and practice context in the field)?
To which extent are they in line with the needs/expectations of the participants?
How do relevant documents, strategies and focus on quality inform the intentions/objectives?

Learning outcomes

Based on the objectives and the key 3-5 competences (from the survey or needs analysis done with the participants), what are the learning outcomes/intentions of the training?

Relevant documents

What are the key insights from the reports and evaluations of former staff training?
What are the relevant indications from the Programme Guide?
What to take into consideration from the policy documents?
What could be used from relevant RAY studies?

Matrix of chosen competences/sessions

What are the key sessions of the staff training (based on the intentions/ objectives, previous editions, strategies, and quality developments)?
What are the key 3-5 competences (from the survey or needs analysis done with the participants)?
To be indicated in the respective columns/rows to see which competence can be addressed through which session (not necessarily explicitly as a competence, but through a specific methodology that links the session and the competence).
Next step: seeing which behavioural indicators (from each of the key competences) that need to be tackled
Are there some competences/indicators that need to be addressed explicitly?
Should certain sessions(s) be built around competences/indicators themselves?

	Session	Session	Session	Session	Session	Session	Session	Session
Competence 1								
Competence 2								
Competence 3								
Competence 4								
Competence 5								

Logistics

Is the chosen venue (accommodation and environment around it) a suitable space for a calm and encouraging learning process?
Is there enough daylight in the working room(s)?
Are there (additional) spaces for informal exchanges?
To which extent is the venue sustainable/friendly?
Are the venue and other practical arrangements accessible to everyone?
Please note: only consider what is possible from the contract side and adjust the criteria to your reality.

Strategic level

Which Programme priority(ies) are relevant for the training?
How will we tackle the strategic level (and strategy development) through the training?
Which transversal strategies can and should we address through the training?

Roles and resources

What are the resources that already exist in the team?
Can members of the prep team cover all the needed inputs? Is there a need for additional input? (e.g., COM, Head of the Agency, NA colleague, external expert)
Is there another role that is needed? (e.g., rapporteur, graphic facilitator, logistic person)

Quality development

How to introduce and/or encourage discussions on the quality of projects and the exchange of experiences?
How to explore what is needed to increase the quality of projects and a more tailored supportive approach?

Methodology

Do we have different aspects of the methodology explicit in the training: key principles, peer learning approach, competence-based approach, staff training)?
To which extent have we integrated the Youthpass process (reflection process into the training?
Are there any topics emerging from the survey that are not in the programme of the training? How will we tackle them?
How will we create fluid spaces and time for colleagues to exchange informally and for new topics to emerge?
How can we encourage reflection on the concrete next steps after the training/transfer to officers' work?

Evaluation

Have you considered the following aspects (please refer to the template):
- objectives/intentions of the course
- expectations and needs of the participants
- practical dimension (logistics and organisation)
- methodology/flow of the programme and the activities
- connection to the KMST Competence framework and competence development
- recommendations for the next editions
Please note: ensure that the feedback provided will be followed up on.