

## PROFESSIONAL ACTIVATION POINTS | Roadmap & Toolkit

### QUICK MENU

#### Vocational training (In-house)

Overall, the toolkit for in-house trainings provides NSs with the necessary tools to plan, implement and evaluate training sessions in an effective way. These templates serve also for monitoring and evaluation of trainings delivered by the NS.



#### Description

#### Purpose

##### QM2.1 Training Description Form

This template allows organizers to outline the key details of each training, including objectives, topics covered, date, time, location, participants profile and content. It serves as a guide for both trainers and participants, ensuring clear communication of expectations.

Verification  
source

##### QM2.2 Attendance List

The attendance list provides a record of participants present at each training session. It helps track participation, monitor attendance trends, and ensure compliance with program requirements.

##### QM2.3 Training Record

This template is used to document important information about each training, such as date, duration, location, trainers, and participants. It serves as a central repository for tracking the progress achieved by all participants registered in a training.

Monitoring

##### QM2.4 Training Evaluation Form

Participants use this form to provide feedback on various aspects of the training or of specific training sessions, including content, delivery, relevance, and effectiveness. The feedback collected helps organizers assess the quality of the training and identify improvements needs for future sessions.

Evaluation

##### QM2.5 Trainer Evaluation Form

This form allows trainers to evaluate the training session they conducted. They provide feedback on aspects such as content delivery, engagement, effectiveness of training materials, challenges faced, and lessons learned. The feedback gathered from this form helps trainers reflect on their performance, identify areas for improvement, and extract valuable insights to enhance future training sessions.

Outcome for  
project  
participants

##### QM2.6 Attendance Certificate

Upon successful completion of the training program, participants receive an attendance training certificate. This document is not official but it recognizes their efforts and serves as evidence of their participation and achievement.