

# Best Practice: How to plan a learning event

The detail required to plan training depends on the scope of the training. There is a big difference between planning a course for 5,000 teachers, sending 20 teachers on an external training course, and organising a learning event at your school. Irrespective of the scope, planning should always be linked with learning needs assessment and the selection of the most cost-effective strategy.

In general planning a learning event involves:

- Prioritisation and selection of the participants based on needs
- Identification of a suitable provider (if external training is opted for)
- Choosing a venue (if internal or self-organised training is opted for)
- Profiling and identifying teachers (if internal training is opted for)
- Preparation of a training plan and schedule
- Writing a budget for the training plan
- Consultations and negotiations with providers, tendering (if large scale), etc.
- Planning assessment, certification and accreditation.

If the TSC or MBSSE, a district or a school or cluster of school organises its own training there are several possible venues, all depending on cost and suitability:

- At one or more government schools
- At TTCs
- At facilities provided by national or local education authorities (ministries, TSC offices, local councils, etc)
- In conference centres and hotels.

## *On-air or digital venues*

- Via radio or television
- Social media channels, such as YouTube
- As online distance courses delivered on conference screens, computers, tablets and smartphones
- As blended learning, partly online and partly in classrooms or meeting rooms.

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