Sample for Writing a Brief Report of Training Workshop

Following the completion of a training/teaching workshop to 'Improve the Emergency and Essential Surgical Care' in resource limited clinical settings.

1. **Title, place (town, country) of the workshop**

2. **Background to the workshop:**

- Situation analysis of health facilities needs assessment
- Target audience: Number and representation of participants (non-specialists doctors, general practitioners, nurses, technicians, paramedical staff). Participants representing healthcare facilities (district hospitals, rural hospitals, health centres, primary healthcare facilities, teaching hospitals, medical and nursing schools).

3. **Objectives**

4. **Discussions and training activities:**

- Include details of the contents of the workshop activities (mention if, this training/teaching was a part of another training or education programme e.g. trauma, surgery, obstetrics, anaesthesia, emergency, HIV, patient safety, nursing and medical education etc.)

5. **Recommendations based on the evaluation of training/education**

6. **Follow up action plan to contribute further to the projects objectives**

7. **Conclusions**

8. **Acknowledgements of collaborations and sponsors**

9. **Annexes attached to the report should include:**

Annex 1: List of participants with designation, address, phone number, e mail: All staff involved in planning and co-ordinating the training workshop

Annex 2: Details of any teaching /training materials used as reference materials including local adaptation or translation

Annex 3: Programme agenda

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