	Induction A (for CO staff only!)	Training Moment 1	Training Moment 2	Moment 3	Moment 4	Moment 5	Moment 6	Moment 7
Timeline	Halfway Partner Selection Phase (**3 months before start project or pilot**)	Start of Preparation Phase (**Month 0**)	Halfway Preparation Phase (**Month 3**)	End of Preparation Phase (**Month 5 or 6**)	Halfway Phase-in Phase, right after establishment parenting groups and SHGs (**Month 15**)	Start of Implementation Phase (Month 19 or after 2,5 years)	Halfway Implementation Phase (after 4 years)	Halfway the Phase-out Phase (uptil 8 months before closing all activities)
Meant for		New IP staff, and/or as a refresher training for existing IP. Even new CO staff can take part in this. This is also a good moment to welcome the new IP in the group and build a relationship with the CO, new and existing IP staff.	IP staff including (new) field staff (at least project coordinator) who is about to develop the Phase-in plan.	IP staff and community facilitators (ideally)	IP (project) staff	IP project staff	IP project staff	IP project staff preparing for Phase-out of the CCCD project. Ideally: this training moment is aligned with Induction
Involved in training	1. CO staff involved in program management 2. CO staff involved in CCCD management 3. CAM and communications staff 4. PMEAL staff 5. Finance/administration staff	1. New IP staff 2. New CO staff 3. Existing IP and CO staff (refresher training and/or new staff induction)	1. IP staff including at least project coordinator	1. IP field staff 2. Community facilitators (ideally). If this is not possible, try to involve a representative or make sure that IP will forward training to them.	1. Project Coordinator 2. PMEAL staff 3. CAM staff	1. IP Field staff (and community facilitators) involved in ECD, PIP, Child Protection, Parenting Disaster Risk Reduction or any other topics that are relevant based on Community Action Plan. 2. CO staff involved in the same topics. 3. Can be combined with refresher training of staff from other IPs as well.	1. All IP project staff (and community facilitators? Idea: Some representatives of CLAs could be involved here as well in relation to the phase-out plan.	1. All IP project staff 2. CO staff involved in PMEAL, CAM, Communications, CCCD project management and general project management. 3. Members of CLAs in relation to L&A)
Involved in facilitation	Help a Child International staff (depending on topics)	Ideally: CO staff. In practice: co-facilitation between CO and Help a Child international.	IP staff of older projects + CO staff supported by Help a Child international staff (finance, administration, PMEAL, CCCD coordination)	CO staff, supported by Help a Child international staff (CAM, Communications, Group facilitation). Parts of this training can be facilitated by IP staff from other CCCD projects.	CO staff, supported or co-facilitated by Help a Child international staff (PMEAL, CAM). Think of how to involve IP staff from other projects in the facilitation of this training.	Expertise staff (CO or Help a Child international or external trainees depending on the topic). Think of how to involve IP staff from other projects in the facilitation of this training.	CO staff responsible for PMEAL and CCCD management. Think of how to involve IP staff from other projects in the facilitation of this training.	CO staff, supported by Help a Child international staff (PMEAL, CAM, Communications, Lobby and Advocacy, CAM)
Objectives	1. Prepare CO staff on CCCD project and partner management 2. Hand-over responsibility from HQ to CO	1. Prepare IPs for preparation phase 2. Give a good induction about Help a Child, its core values, the WHY and HOW of CCCD.	1. Prepare Phase-in Plan and Budget 2. Prepare selection of community facilitators	1. Prepare IP staff and community facilitators for a good implementation of the Community Challenge	1. Prepare PMEAL staff for MAPP, TOC, and project monitoring 2. Prepare IP staff for CAM selection and implementation	1. Based on Communication Action Plan and Theory of Change, train IP staff and community facilitators about how to set up, strengthen, monitor and scale up activities and groups. 2. Coach IPs on their shifting roles: from coordinator to facilitator.	1. To help IP staff to make the change towards phase-out. 2. To prepare mid-term evaluation and the development of the phase-out plan. 3. To support IP staff in changing their role from facilitator to coach.	1. To align phase-out and phase-in planning. 2. To support the community in communication needs and lobby and advocacy (impact reporting etc.) 3. To make sure important lessons learned are captured and shared with new projects.
Topics + estimated training time needed	Exact training content depends on CO situation, but main topics are:	Based on CCCD Manual		Very practical skills training. Make sure to provide certificates ;)				
Training arrangement	Online, in multiple (parallel) sessions	Hybrid: trainees are ideally at one location, hosted by CO. International staff is facilitating sessions online. Or partner first meet at Help a Child CO office and in the same week an online session is planned to host the training.	Face to face (some sessions may be arranged online when facilitation or support from Help a Child international is needed)	Face to face	Face to face (combined or in two different tracks: 1 PMEAL track and one CAM track)	Face to Face (can be embedded in visits of experts or it can be brought together in one training week). In the last case: the suggestion is to start with general facilitation skills and then make a division on thematic aspects.	Face to face	Face to face (more practical support than actual training)
	1. Philosophy behind CCCD and CCCD phasing (1 hour, online)	1. About Help a Child (1,5 hours)	1. Phase-in Plan and Budget (2 hours)	1. Community Challenge (the WHY and the HOW) and in relation to broader phasing of CCCD, (2 hours face to face)	1. Multi-Annual Project Planning (3 hours)	1. Based on Community Action Plan, thematic topics such as: ECD, Parenting, Climate-Smart Agriculture etc. (training length depending on needs)	1. Mid-term evaluation and Phase-out (8 hours)	1. Impact Communication
	2. Phase-in Plan (1,5 hour, online)	2. Our CCCD Program (2 hours)	2. Project Design template (what steps need to be taken and when?) (1 hour)	2. How to facilitate groups, including SHG facilitation (1 day, face-to-face)	2. Creating a Theory of Change (1,5 days)	2. Lobby and Advocacy and the establishment of CLAs (4 hours)	2. Shifting role of IP staff from facilitator to coach. (2 hours)	2. Lobby & Advocacy
	3. Project Design including template (2 hours, online)	3. CCCD Phase 0 and 1 (2,5 hours)	3. Howto-portal (30 minutes)	3. Participatory Toolbox (1,5 hours, face to face)	3. PMEAL/annual planning and reporting (4 hours)	3. Changing role of IPs: from coordinator to facilitator (4 hours)		3. CAM phase-out (aligned with phase-in of new project(s)
	4. Area selection and feasibility report (1,5 hour, online)	4. Prepare selection of first communities (3 hours)	4. Finance and administration (4 hours)	4. Integrity (1,5 hours, face-to-face)	4. Project-specific parts of baseline measurement (4 hours)			4. Capturing and sharing lessons-learned
	5. CAM orientation (3 hours, online)	5. Understand the role of community facilitators (1 hour)		5. Child Safeguarding (1,5 hour, face-to-face)	5. CAM orientation: the WHY and the HOW, including CAM selection (1 full day)			
	6. HAC finance and administration procedures (3 hours, online or embedded in other trainings)			6. Community Feedback and Complaint Mechanisms, practical ideas (1 hour, face-to-face)	6. CAM briefing of photographers (2,5 hours)			
	7. Partner management and induction (1,5 hours, online or embedded in visits)			7. Communications and storytelling, 2 hours, face-2-face)				
				8. Disability inclusion (how to include people with a disability from the start? Can be organized by an external expert)				
				9. Parenting (2 days, face-to-face)				
				10. PMEAL CCCD Framework + all relevant tools (including datasheets) + baseline survey CSI & ESC + CMF+CBCFM (2 days). Question to be discussed: how can children be involved in PMEAL?				
				11. Disaster Risk Reduction				