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Training Course Outline

**ITU and Name of the Partner Institution**

|  |  |
| --- | --- |
| Title |  |
| Modality | Online self-paced  Online instructor-led  Face-to-face (F2F)  Blended (F2F and online) |
| Level | Introductory *(provides an overview of a topic or can be taken by any learner without having a specialized background on the topic)*  Intermediate *(may require some pre-requisite knowledge on the topic; it may be aimed at professionals from other related areas)*  Advanced *(aimed at professionals working in the area of the training course topic and trying to strengthen their core competencies or acquire some new ones with direct application to their field)* |
| Dates | DD/MM/YYYY – DD/MM/YYYY |
| Duration | [Total number of hours required to complete the course] |
| Language |  |
| Region | *[To be filled by ITU Academy]*  Global  Africa  Americas  Arab States  Asia and the Pacific  CIS  Europe |
| Location | [City, Country *(only for face-to-face/blended training courses)*] |
| Registration type | Direct registration *(applicant is enrolled automatically after registering for the course)*  Application and selection *(learners apply for the course but require coordinator approval/action to be officially enrolled*) |
| Registration / Application deadline | DD/MM/YYYY |
| Training fees | [insert amount in USD or insert "free"]  …  *[Note: the fee is displayed in USD on the ITU Academy website. If learners have the option to also pay in another currency on the ATC page, the conversion should be done according to* [*the official UN exchange rate*](https://treasury.un.org/operationalrates/OperationalRates.php) *in effect* at the date when the course is published on ITU Academy *and should not be modified subsequently.]* |
| Description | [+Describe what the course covers and its rationale (suggested length: 150-200 words). + Highlight unique course benefits and key learning objectives.  + Formulate the description so that it resonates with the target audience.]  … |
| Training topics | *To be filled by ITU Academy* |
| Certification | *To be filled by ITU Academy [Badge / Certificate]* |
| Code | *To be filled by ITU Academy* |

# 1. TARGET POPULATION

[Brief description of the audience the course is designed for]

# 2. ENTRY REQUIREMENTS

Qualifications or experience needed to participate in this training course:

Selection criteria:

Number of available places for the cohort:

# 3. LEARNING OBJECTIVES

[Capture the knowledge and skills acquired by the participants as a result of the training. Please use the revised Bloom’s taxonomy, avoid words like “Understand” and “Know”, **use action verbs** ([use this cheat sheet](https://cteresources.bc.edu/wp-content/uploads/sites/147/2017/11/LO-Verbs-1.jpg)) to create **specific** and **measurable** learning goals]

Upon completion of this course, participants will be able to:



# 4. METHODOLOGY

[Briefly describe the approach that will be used to achieve the learning objectives:   
+ self-study + discussion forums + synchronous/asynchronous sessions + groupwork (peer learning) + tutoring by subject matter expert + projects, presentations, assignments

|  |  |
| --- | --- |
| *Note: we strongly recommend an experiential learning approach, making use of case studies, problem-based learning activities, (self-) reflection, demonstrations, gamification, simulation (where applicable). Please consult the ITU Academy Quality Assurance Checklist for reference double click to open*]. |  |

…

# 5.ASSESSMENT AND GRADING

[+Describe the methods used to measure and assess the learning objectives. If a grading matrix is available, it should be presented here.   
+ Specify the weights in % to be allocated to assignments, knowledge assessments/quizzes, attendance, (mandatory) forum participation and final exam (where applicable).   
+ Clarify the requirements for *attendance of live sessions*, as applicable (e.g. mandatory for face-to-face).  
+ We recommend that the **passing threshold** be set at a value of 70%-80% (and not lower).]

|  |  |
| --- | --- |
| **Activity** | **Weighting (%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total | 100% |

A total score of 70% or higher is required to obtain the ITU certificate

*[For* online, self-paced courses*, a total score of 80% is required to obtain the ITU Academy badge].*

# 6. TRAINING DETAILS & INSTRUCTIONAL APPROACH

Please fill out **either** section A (for online training courses) or B (for face-to-face or blended training courses) and delete the one which does not apply.

**A.** [For online training courses, use the table below to provide the **content breakdown** as well as the **instructional approach**. Please add more rows as applicable, to cover the full course.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Day/Week**  &  **Time** (*specify time zone*) | **Sessions** | **Learning Outcomes**  (capture the knowledge, skills and abilities learners will be able to demonstrate after each module/session) | **Activities**  (list scheduled actions per each session e.g.: presentation, groupwork, quiz – see Section 4) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | *(add more rows as applicable)* |

**B**. [For face-to-face (F2F) training courses or blended (includes a F2F component), use the table below instead, capture the entire programme for all activities]

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Sessions** | **Learning Outcomes**  (capture the knowledge, skills and abilities learners will be able to demonstrate after each module/session) | **Activity/Location**  (Add activities and locations in this section such us the location of the dinners) |
| *(insert any pre-trainig / online activities, as applicable)* | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *(insert full programme and training activities for the in-person part):* | | | |
| **Arrival (add date and city here)** | | | |
| 19:00 | Group dinner / Social activity (?) |  | Add location here |
| **Day 1 (Add date here): Start of the training** | | | |
| 08:30-09:00 | Registration |  | Add location here |
| 09:00-09:30 | Opening of the training by:   * XXX * XXX |  |  |
| 09:30-11:00 | First session: …. |  |  |
| 11:00-11:30 | Coffee break |  |  |
| 11:30:12:30 | Second Session:….. |  |  |
| 12:30-13:30 | Lunch break |  | Add location |
|  | Session three:…. |  |  |
|  | Dinner |  | Add location here |
| **Day 2 (Add date here and title if applicable)** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  | *(add more rows as applicable)* |

# 7. TUTORS/INSTRUCTORS

|  |  |  |
| --- | --- | --- |
| **Name of tutor(s)/instructor(s)** | **Title** | **Contact details** |
| Name | Title | Email |
| Name | Title | Email |

# 8.TRAINING COURSE COORDINATION

|  |  |
| --- | --- |
| **Course coordinator** | **ITU coordinator** |
| Name:  Title:  Email address: *(this will be displayed on the ITU Academy website so we recommend a shared mailbox address)* | Name:  Title:  Email address: |