MEMORANDUM CIRCULAR
No. ⌄ ⌐   **07**
Series of 2010

SUBJECT: **Terms of Reference on the Use of Standard Forms on
Training Design, Syllabus and Documentation**

I.   Rationale

In line with the DSWD Reform Program, a competency based assessment was conducted in 2008 by the hired Training Consultant of the National Sector Support for Social Welfare and Development Reform Project (NSS-SWDRP). The findings necessitate improvement along curriculum development and objectives setting.

Thus, Social Welfare Institutional Development Bureau (SWIDB) conducted a Training Development and Management Course which involves both OBSs Focal Persons and Institutional Development Units (IDUs). This course aimed at capacitating the IDUs and OBSs in the whole range of training activities which includes a.) Training Needs Assessment, b.) Curriculum Development, c.) Design Preparation, d.) Facilitation, e.) Documentation, and f.) Evaluation.

Cognizant of the role of SWIDB, protocols and standards must be prescribed in the preparation, designing, implementation and evaluation of capability building programs of the Department.   Further, capability building efforts must be synchronized, harmonized and coordinated in order to achieve economy, effectivity, efficiency and quality service delivery. Hence, these terms of reference is hereby issued consistent with the Omnibus Guidelines on the Management of DSWD Capability Building Efforts of the Department.

II.   Objectives

This Term of References (TOR) aims to provide the standards for the format and contents in the design and documentation of training programs and other related capability building activities.

Specifically, it aims:

1. To promote common understanding and reference on the format and content of the different forms necessary in the design and documentation of training programs and other related capability building activities.
2. To systematize the documentation process that would generate relevant and timely   data and information that will further enhance the Department's

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capability building program and its planning implementation and evaluation processes.

III. Definition of Terms

Training Design – provides an over-all picture of the training. It is also called as Training Proposal to generate support from the management for its implementation. It contains the objectives of the training, description of the activity in terms of content, methods, M&E schemes and resource requirements both financial and technical.

Training Syllabus – provides guidance/direction for the Trainer in running the programs/activity and contains the following components:

1. Session Objectives
2. Date/Day/Time
3. Topic/Activities
4. Specific Content
5. Methodology
6. Assigned Facilitator
7. Invited Resource Person
8. Training/Resource materials needed
9. Expected Outputs

Executive Summary Report - an account, information, description or feedback on a particular activity such as training, workshop, etc. submitted to management as basis for decisions either in the form of policies or modification in program operations.

Proceedings – arranged or systematized formal documentation of a specific training or workshop.

IV. Guide in Accomplishing the Forms

Designing and documenting capability building program or activity should be anchored in the Institutional Development Agenda of the organization and should facilitate knowledge development and management. It is therefore required that all training programs should have approved designs, syllabus and resource materials and before any training commence.

Implemented training programs must be documented in two forms: 1.) as an Executive Summary for the top management and 2.) as a Full Blown Proceedings which is a technical document. As provided in the Guidelines on the Management of Capability Building Programs, it shall be the responsibility of the proponent office to prepare the training design with the technical assistance of SWIDB/IDU and to document their training programs using the subsequent sections as guide.

A. Training Design (please see Attachment A)

- Sections of the Training Design

1. Identifying Information – includes the title of the activity, dates and venue, target participants/beneficiaries and the total budget requirements.
2. Rationale – establishes the reasons and need for the training activity to be conducted.
3. Objectives – shows the desired states or outputs of the training and maybe be divided into two: the general and the specific objectives. General Objective is a statement of purpose in broad and long term while Specific Objectives are stated as learning objectives from participants' point of view and should start with a verb describing the behavior that indicates a change in knowledge, skills and attitudes.
4. Description of the Activity – includes the following subject matter arranged in a logical sequence, a.) methodologies, b.) requirements for resource persons, c.) facilitators or documentors, d.) expected outputs which must be consistent with the training objectives and e.) a description of the monitoring and evaluation schemes both for the learning environment and demonstration of learnings of participants.
5. Resource Requirements – presents the requirements for funding, venue, manpower specifying the resource person, facilitator, documentor and administrative assistant and the necessary logistics.

- Preparation of Training Design

1. Central Office - the Training Design shall be prepared by the proponent office and must be endorsed within three (3) days by the Director of HRMDS for training of internal staff and by the Director of SWIDB for training of intermediaries. It will be recommended for approval by the Assistant Secretary and approved by the Cluster Head. The design will also require the confirmation of the GASSG Cluster Head for the availability of funding.

2. Field office/Unit Office - it shall be reviewed within three (3) days by Personnel Unit for internal training and IDU for training of intermediaries, recommended for approval within three (3) days by the Division Chief of the proponent division and approved by the Regional Director or the Assistant Regional Director in his/her absence.

B. Training Syllabus (please see Attachment B)

This illustrates a step-by-step, building block progression of expected learning with a design scheme for review and evaluation of outputs at prescribed stages of learning. This must be planned in consideration of the learner's need, training

objectives and the learning environment including the time and the methodology provided for each activity.

The syllabus should specify for each day of the training the following fields: a.) the date and time, b.) the session learning objectives, c.) topics/specific content, d.) activities, e.) required materials , f.) assigned facilitators and resource persons, g.) the learning methodology and h.) outcome indicators.

- The syllabus should accompany the training design before it merits the recommending approval of the Cluster Heads and Regional Directors specified for the Central Offices OBSs and Field Offices respectively.

C. Executive Summary Report (please see Attachment C)

This report is a concise and substantial narrative that provides an account or feedback on the implemented training and should be submitted to the management ten (10) working days after the activity with two sections as follows: the background information and the highlights of the program/activity.

1. *Background Information* includes the rationale, objectives and consolidated profile of participants.
2. *Highlights of the Program/Activity* describes the participants' key learnings and generalizations from the key points. It also includes the issues and recommended actions that have bearing or implications to policy, program, administrative and institutional development and operations.
3. Recommended actions should be categorized as issues needing executive action and/or OBS/specific unit/office instructions. This section should also reflect the proposed steps to be taken after implementation of the training program and the over-all evaluation results.
4. Signatories of report should include the training manager who is the focal person and who oversees/supervises the conduct of the training and the approving authority (*e.g. Division Chief, Bureau Director, Regional Director*)

D. Comprehensive and Packaged Proceedings (please see Attachment D)

This report contains the daily account of events for the whole training program including the results of its evaluation. It also provides a documentation of the interaction of the learners with the learning environment and serves as a reference material in developing or enhancing existing modules and or future training programs. Basically, the module content and process per session should follow the learning framework: Activity, Analysis, Abstraction and Application.

It consists of eight (8) sections and is prepared with at least ten (10) pages namely:

1. Background Information
2. Objectives
3. Profile of Participants
4. Description of Content Areas
5. Results of Evaluation
6. Recommendations
7. Signatories to the report
8. Annexes

This report also includes recommendations along Capability Building/Training and Institutional Development. Signatories shall be the same as in the Executive Summary Report.

The Comprehensive and Packaged Proceedings must be submitted within fifteen (15) working days after the conduct of the training.

V.   Repealing Clause

Any Department order, memorandum, guideline, rule and regulation inconsistent herewith is hereby revoked or amended.

Issued this 13th day of May, 2010.

CELIA CAPADOCIA-YANGCO
Acting Secretary

TRAINING DESIGN TEMPLATE

Title of the Activity

I. Identifying Information
    A. Date/s of Activity
    B. Training Venue
    C. Target Participants (Office, Position and Number)
    D. Total Budget/Funding Requirements

II. Rationale (This is the reason why the activity is being conducted e.g. results of previous TNA results, program review, critical component of special project to include historical and legal bases for the conduct of the activity)

III. Objectives of the Training
    A. General Objective ⎤ this should be stated as learning objectives; " At the
    B. Specific Objectives ⎦ of the training, the participants should be able to…
                             start with action verb describing the behavior that
                               indicates changes in Knowledge, Skills and Attitudes

IV. Description of the Activity
    A. Activity Content (short description of the modules or topics and sessions to be covered in logical sequence) – supported with training syllabus
    B. Methodologies
    C. Requirements for Resource Persons
    D. Expected Outputs (should be consistent with training objectives)
    E. Monitoring and Evaluation Schemes
        a. Evaluation of the Conduct of the Activity – the focus of evaluation will be on the learning environment of the training/activity.
        b. Monitoring and Evaluation of the Learning – the focus of this shall be on the content/learnings as applied/demonstrated by the participants.

V. Resource Requirements

Resources	Counterparts
1. Funding (breakdown by major expense item)	
2. Venue (where shall the activity be conducted?)	
3. Manpower (who shall be the Resource Person, Facilitator, Documentor and Administrative Assistant?)	
4. Logistics (Supplies, Equipment and Materials) – this refers to material support for the conduct of the activity. This can also include vehicle that will transport pax, R.P.s, etc.	

- These signatories are applied at the DSWD OBSUs level.

Submitted by: _____

(Proponent Office)

Reviewed/Endorsed by:

_____   _____

Director, HRMDS (if internal training)   Director, SWIDB (if training for external)

Recommending Approval: _____

Asst. Secretary (Cluster)

Approved as to Content   :   Approved as to Funding:

_____   _____

Undersecretary (Cluster)   Undersecretary (GASSG)

- These signatories are applied at the Field Office level.

Submitted by: _____

(Proponent Office)

Reviewed/Endorsed by:

_____   _____

IDU Head   OD Division Chief

Recommending Approval:

_____

Asst. Regional Director

Approved/Disapproved:

_____

Regional Director

TRAINING SYLLABUS TEMPLATE

Title of the Training Activity:
Date:
Venue:

Date/Time	Objective	Topic/Activity	Methodology/Learning Process Flow	Responsible Person (specify if facilitator or resource person)	Needed Materials	Expected Output

Prepared by: Reviewed/Endorsed by: Recommending Approval: Approved by:

_____   _____   _____   _____

(HRMDS or SWIDB)

Outline for EXECUTIVE SUMMARY REPORT
(at least 3 pages)

I. Background Information

    A. Contains brief rationale of the program/activity indicating the following data/information (can be extracted from the proposal and/or design of the program/activity)

        1. Reason why the program/activity was conducted and legal bases for its conduct, if applicable.
        2. General Objectives (based on the program's response to the training needs identified)
        3. Consolidated profile of participants through totality, composition by post and place of assignments/work.

II. Highlights of the Program/Activity

    A. Key Learnings - emphasize learnings from the content areas such as key points and generalizations (linking concepts to practical application and/or current work situation)

    B. Issues and Recommended Actions

        1. Select and highlight issues with policy, program, administrative, and institutional development implications.

        2. What decisions/resolutions were reached by the group? Who will be the responsible person/s? When will the action take place or be done? Categorized according to issues needing executive action, needing OBS/specific unit/office instructions.

    C. Proposed Next Steps

        It can be related on the following category:

        A. Institutional Development
        B. Capacity Building – it can include future capability building activities to be considered and enhancement of current design and training modules.
        C. Program Concerns
        D. Policy Implications

E. Administrative

D. Over-all Evaluation Results (depicting general findings from the program/activity content, resource persons, and administration) especially lessons learned

Prepared by: Recommending Approval: Approved by:

_____   _____   _____

Name & Signature   Name & Signature   Name & Signature

Outline for FULL BLOWN AND PACKAGED PROCEEDINGS
(at least 10 pages)

I. Background Information

    A. Contains rationale of the program/activity indicating the following data/information (can be found in proposal of the activity/program): Reasons, Importance and Benefits to the organization.

II. Objectives:

    B. Specify the following:

        1. General Objectives (based on its response to the problem prioritized)
        2. Specific Objectives/Learning Objectives
        3. Expected Outputs

III. Profile of Participants

    C. Consolidation of the total number of participant, composition by post, and place of assignments/work and segregated by demographics:

        1. Sex
        2. Age
        3. Position
        4. Educational Attainment
        5. Office/Organization

IV. Description of Content Areas

Proceedings of the Activity/Program include the following per Content Area:

<u>Activity</u>

    1. Session/Topic Discussed – Give a brief description of the session in terms of process applied (ACTIVITY)

<u>Analysis and Abstraction</u>

    2. Key Points that were emphasized and discussed by the resource persons

3. Issues raised during the activity and clarifications – categorize them to capability building related issues, policy/program, institutional development and administrative related concerns.
4. What issues were unresolved and what actions shall be taken on these?
5. For workshop and consultation activities, describe how decisions and agreements were reached by the group.

Application

6. What were the suggestions/recommendations? (if any)
7. Who will be the responsible persons?
8. When will the action take place or be done?
9. If the training requires an Action Plan, there should be a section that describes the Action Plan and the analysis of the plan content and how its implementation should be monitored

V.   Results of the Evaluation

A. Contains the Daily Evaluation Results (with Cliniquing Report, if there is any) and Overall Evaluation Results (depicting general findings from the program/activity content, resource persons, administration, issues and concerns raised.

VI.   Recommendations specifically on Capability Building/training and Institutional Development

VII.   Indicate name/s of the one who prepared the report and their signature as well as the name and signature of the approving authority/ies

VIII. Annexes

A. Directory of Participants
B. Presentation Materials
C. Workshop Outputs
D. Details of the Evaluation
E. Class Photos/Photo Documentation