

TRAINING DEVELOPMENT PLAN

1. TRAINING OBJECTIVES.

The objectives are as follows:

- Equip volunteers and employees with knowledge, tools, strategies and resources to carry out tasks effectively and support individuals with learning disabilities in Africa.
- Improve team work and effective communication among volunteers and employees to create a supportive and healthy work environment.
- Equip volunteers and staff members with knowledge on the requirements on the tasks to be performed in their various departments and special skill requirements such as technical, professional, interpersonal, managerial, conceptual and analytical skills to get the job done effectively.
- Train employees and volunteers to involve the community in the awareness of learning disabilities and support.
- Provide a comprehensive training framework that educates all staff, consultants, and stakeholders of the organization on the Prevention of Sexual Abuse and Exploitation (PSEA).

2. TARGET AUDIENCE.

Volunteers, Staff Members and National Service personnel of the organization.

3. TRAINING DESIGN.

Training needs.

- Individual needs
- Departmental needs
- Organizational needs

Resources and materials.

- Learning disabilities tool kits and training manuals.
- Courses on Learning disabilities.
- Courses on inclusive education for persons with Learning disabilities.
- Webinars on Learning disabilities.
- Courses on Learning disabilities support.

- Courses, lectures and/or videos for each department in the organization (Project management, Accounting, Social media, Information Technology, Communications, Partnership and Fundraising).
- Courses lectures and/or videos on Learning disabilities educational support and training.

Training design methods.

- Off the job training for the volunteers and employees.
- On the job training for the national service personnel and employees in the form of coaching, shadowing and job rotation.

Facilitators (on-the-job training).

- Senior employees and executives for the national service personnel and employees.

Training duration.

One month (20 working days).

4. TRAINING DELIVERY.

- Blended learning for the national service personnel and physical employees of the Organization.

Online learning for the volunteers of the Organization.

5. TRAINING RESOURCES AND SCHEDULE.

GENERAL TRAINING RESOURCES FOR ALL DEPARTMENTS.

RESOUR CE	LINK	COURS E CONTE NT	PLATFO RM	TIME DURATI ON	TRAINI NG DAYS	GOAL
Responsi ble leadershi p and good	https://yali.state.gov/courses/course-266/#/	Civil society, governance and leadershi	YALI	30 minutes per day.	DAY 1	Reduce and eliminate corrupt practices.

governance.		p.				
Community organizing for action.	https://yali.state.gov/courses/course-942/#/	Inspiring community participation	YALI	30 minutes per day.	DAY 2	Inspiring and engaging volunteers to be proactive.
Strategies for personal growth and development.	https://yali.state.gov/courses/course-855/#/	Networking, public speaking and personal code of ethics.	YALI	30 minutes per day.	DAY 3	Developing personal skills.
Fundamentals of grant writing.	https://yali.state.gov/courses/course-2052/#/	Steps to composing and writing grants.	YALI	30 minutes per day.	DAY 4	Effective grant writing.
Workforce collaboration and development.	https://yali.state.gov/courses/course-872/#/	Setting and achieving goals, designing and delivering training.	YALI	30 minutes per day.	DAY 5	Creating a collaborative work environment.

GENERAL TRAINING RESOURCES ON DYSLEXIA.

RESOURCE	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOAL
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Dyslexia in the workplace.	https://www.udemy.com/share/101SCw3@Z5eUkUMFH-uMAQTdjFuF2gcos4zoDQLSEQUVZXQbgs8pJbmixtl4ABRysXsM1ESKpg==/	Udemy	Focuses on creating the best working environment for dyslexics.	30 minutes per day.	Day 6-8	Understanding dyslexia.
How to build self-belief in dyslexic children.	https://www.udemy.com/share/1077aE3@g7KGTDPoPBsdpMtYXsPraZ5LbxjPkOJOqaFGanp8uzl-M7BgK4Pn8cxBhiJUSU_mcQ==/	Udemy	Focuses on identifying children with dyslexia, and strategies teachers can use to support reading and writing development.	30 minutes per day.	Day 9-10	Emotional support for children with Dyslexia
Supporting dyslexic people with job applications.	https://www.udemy.com/share/10217y3@C74Ra818cURc84unzEj7OJFy0pLF4uKJOTQ73SNwUQ9u6vRwHrDs5-eeCiYgs_dUyw==/	Udemy	Understanding the difficulties and strength of dyslexia.	30 minutes per day.	Day 11-12	Support dyslexics on their career journey.
Assistive technology and tools for students and adults.	https://youtu.be/RhDsRyJwe3U?si=Dh4m4ZPG9KS-7jt4	Youtube	Awareness of tools to help dyslexic students and adults.	30 minutes per day.	Day 13-14	Adequate and easy support for dyslexic students and adults.

**GENERAL TRAINING RESOURCES ON PREVENTION OF SEXUAL ABUSE AND
EXPLOITATION (PSEA)**

RESOU RCE	LINK	COURSE CONTE NT	PLATF ORM	TIME DURAT ION	TRAIN ING DAYS	GOAL
Preventi on of Sexual Exploita tion and Abuse (PSEA)	https://agora.unicef.org/course/info.php?id=7380	UN Standards of Conduct on Sexual Exploitati on and Abuse	UNICEF AGORA	90 minutes (45 minutes per day)	Day 6-7	Preventing Sexual Exploitation and Abuse and how to report such abuses
Action to End Child Sexual Exploitation and Abuse	https://agora.unicef.org/course/info.php?id=33811	policy, advocacy and action to End Child Sexual Abuse and Exploitation.	UNICEF AGORA	180 minutes (60 minutes per day)	Day 8- 10	increase awareness and knowledge about child sexual exploitation and abuse.
Introduc tion to Child Protecti on	https://agora.unicef.org/course/info.php?id=915	Protectin g children from violence, exploitati on and abuse.	UNICEF AGORA	30 minutes	Day 9	Child protection programm ing strategies.
Child Safeguar ding Training	https://agora.unicef.org/course/info.php?id=29324	Introducti on on the ways in which children can be kept safe when they interact	UNICEF AGORA	90 minutes (45 minutes per day)	Day 10- 11	Effective Child safeguardi ng

		with personnel, partners, programmes, and operations.				
Prevention of sexual harassment and abuse of authority.	https://agora.unicef.org/course/info.php?id=28780	Identify, prevent and manage problems of harassment, sexual harassment and the abuse of authority in the workplace.	UNICEF AGORA	120 minutes (40 minutes per day)	Day 12-14	Develop strategic communication skills and tactics to effectively prevent, respond to and stop harassment in order to ensure a safe and healthy work environment.

RESOURCES FOR EACH DEPARTMENT.

PROJECT MANAGEMENT.

RESOURCE	LINK	PLATFORM	COURSE CONTENT	TIME DURATION	TRAINING DAYS	GOALS
Organizational development for volunteer based initiatives.	https://yali.state.gov/courses/course-5361/#/	YALI	Project management, vision and mission.	30 minutes per day.	Day 15	Create a successful plan.
Deliver your project on	https://ready.csod.com/ui/lms-learning-details/app/course/59da08	Non profits ready.	How to deliver your	30 minutes a day.	Day 16	Define goals, form

time and on budget	61-ad9b-4a21-b838-5c9c6d9b2857		project on time, on target and on budget,			your team and define the scope of the project.
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ACCOUNTING.

RESO URCE	LINK	PLATF ORM	COUR SE CONT ENT	TIME DURA TION	TRAI NING DAYS	GOAL S
What is account ing?	https://www.youtube.com/watch?v=2NZMqEzDUgg&list=PLeUN5xfIC6NTDaHoWFKIjLkG-2fGi14KZ	Youtub e	Basics of accou nting for non-profits .	30 minutes per day.	Day 15-17	Effecti ve account ing method s and practice s for Africa dyslexi a organiz ation.

SOCIAL MEDIA.

RES OU RCE	LINK	PLA TFO RM	CO UR SE CO NT EN T	TIM E DU RA TIO N	TR AIN ING DA YS	GO ALS
Soci al med ia man	https://www.youtube.com/watch?v=nCF26DGMzis	Yout ube	Disc over ing soci al	12 min utes	Day 15	Effe ctive soci al medi

age men t tools in 202 4.			med ia man age men t tool s.			a man age ment .
Intro duct ion into copy writi ng, cont ent and pers uasi on.	https://www.udemy.com/share/106MPs3@kAwwUvnJwOOAVH3e2XYv2SRkLyzUFiqM_POQzFDEJQxUNUSYa0xL6_jEyYcMmZvEUw==/	Ude my	Mas terin g the fund ame ntal of cop ywri ting.	30 min utes.	Day 16- 19	Lear n esse ntial s of copy writi ng, cont ent writi ng and pers uasi om

COMMUNICATIONS.

RESO URCE	LINK	PLAT FORM	COURS E CONTE NT	TIME DURA TION	TRAI NING DAYS	GOALS
How to be u forgett able.	https://www.youtube.com/watch?v=QlpoSmvsyJA&list=PLxq_1XOUlvQA3QmMA51Dtb1zR-qd-YVx9	Youtub e (stanfo rd busines s school)	The art of effective communi cations.	1 hour per day.	Day15 -20	Strategic commun ications for results.

PARTNERSHIP.

RESOU RCE	LINK	PLATFO RM	COURSE CONTEN T	TIME DURATI ON	TRAINI NG DAYS	GOALS
Basics of private public partnership	https://yali.state.gov/courses/course-750/#/	YALI	Fundamentals of partnership.	30 minutes per day.	Day 15	Effective private public partnership.
Three steps to getting corporate partnerships for your non profit.	https://www.youtube.com/watch?v=gbQjRK6wSpg	Youtube	How to secure and leverage partnership opportunities with long term growth,	30 minutes per day.	Day 16-17	Locating and reaching out to your ideal partnership companies.

FUNDRAISING.

RESOU RCE	LINK	PLATFO RM	COURS E CONTE NT	TIME DURATI ON	TRAINI NG DAYS	GOALS
Fundraising concepts.	https://yali.state.gov/courses/course-766/#/	YALI	Steps and effective ways of raising funds	30 minutes per day.	Day 15	Raising funds effectively and efficiently.
Fundraising essential	https://ready.csod.com/ui/lms-learning-details/app/curriculum/0a	Non profit ready	Overview of non-	30 minutes per day.	Day 16-20	Understanding and implement

s	417fb2-7950-4cff-a08c-e796fbdf8f17		profit fundrais ing.			ation of fundraisin g.
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INFORMATION TECHNOLOGY.

RESOUR CE	LINK	PLATFO RM	COURSE CONTE N T	TIME DURAT ION	TRAINI NG DAYS	GOALS
What is informatio n and communic ation technolog y.	https://www.youtube.com/watch?v=zAr7P1S-c8	Youtube	Understan ding communic ation, networking and basic concepts of the computer language.	1 hour per day.	Day15-20	Understan ding and depth of computer knowledg e.

6. SUCCESS CRITERIA.

Acquisition of knowledge.

- Post-training assessment: Achievement of at least a 70% increase in knowledge of learning disabilities and job duties.
- Retention of knowledge: Employees and volunteers should retain at least 70% of the knowledge gotten from training materials.
- Skill development: Employees and volunteers should successfully demonstrate key skills learned during the training for supporting individuals with dyslexia and in their various departments.

Milestones.

- Training commencement.

Timeline: At the agreed stipulated time.

Criteria: Training has been communicated to all employees and volunteers beforehand.

7. TRAINING IMPLEMENTATION.

Timeline: End of the training programme (One month after training commencement).

Criteria: All lectures, courses and resources have been completed by all the participants.

8. TRAINING EVALUATION.

- Follow-up Assessments.

Timeline: One month after training and three months after training.

Criteria: Performance appraisal through the administer of quizzes and gather feedback on the application of skills on the job.

Feedback.

- Surveys and Questionnaires: Surveys and Questionnaires will be distributed after the training to gather feedback on the content, delivery and relevance of the training. After which follow-up surveys will be conducted at one month post training and three months post training respectively to assess knowledge retention and practical application.
- Organization of focus groups for participants of the training to discuss their experience with the training, challenges, implementation strategies, suggestions for future training and challenges faced.
- One-on-one meetings will be scheduled with each staff and employee to discuss their progress, experience, recommendations for the future and any support they might need.
- Regular review meetings, will be hosted to evaluate the impact of the training programme and identify areas for improvement.

