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**39th WEDC International Conference**

**Capacity Development Workshops**

Day four (Thursday) and day five of the conference (Friday) will incorporate capacity development workshops on hot topics. We invite those involved in the development of capacity in the Water, Sanitation and Hygiene sector to join us and demonstrate their skills and experience through the design and delivery of high quality and relevant capacity development workshops to be held on Thursday 14th and Friday 15th July, as either a half or full day session.

Attendees can sign up to attend courses of particular interest to them, with confidence to know that training provided will be relevant, of high quality, and delivered by qualified professionals.

This provides a great opportunity for experienced training organisations to extend their capacity building in the sector to conference attendees and locally based staff.

**Applications should be submitted by 1st February 2016.** A draft capacity development programme will be developed in May.

Proposers must:

1. Be experienced providers of training – should be known and competent, (please provide full names of institutions and staff, their experience and qualifications);
2. Outline planned learning outcomes which will meet identified and stated needs;
3. Provide session plans which demonstrate accommodating a range of learning styles and which incorporate participant feedback and evaluation;
4. Explain who the capacity development workshop is suitable for – that is what is assumed existing knowledge/level of education;
5. State a minimum or maximum number of participants, preferred room size, layout and other requirements;
6. Explain how travel, accommodation and any other costs will be met. The conference organisers will provide facilities and refreshments but no other funding for workshop presenters.

Please note typically our programme runs, this will be confirmed later:

08:30 – 10:00 – Session 1

10:00 – 10:30 – Coffee break

10.30 – 12:00 – Session 2

12:00 – 13:30 – Lunch

13:30 – 15:00 – Session 3

15:00 – 15:30 – Coffee break

15:30 – 17:00 – Session 4

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**Capacity Development Workshop Application form for Proposers:**

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| **Title of Capacity Development Workshop:** |  |
| **Contact details** | |
| Name of proposing organization/s |  |
| Name of Contact Person |  |
| Address |  |
| Email address |  |
| Telephone number |  |
| Skype contact |  |
| **Practical requirements** | |
| **Expected duration:** half day/full day |  |
| **Minimum/ Maximum number of participants** |  |
| **Facilities preferred – which we will try to accommodate but cannot guarantee**: please include: preferred room layout/other requirements. A Projector and flipchart will be provided. We may be able provide Lecture Capture facilities - please indicate if this would be of interest. |  |
| **Staff details** | |
| **Names, qualifications and brief description of experience of staff delivering the workshop.** Staff should be experienced providers of training, known and competent. |  |
| **Course details** | |
| **Aims:** A paragraph summarizing the purpose of the course and how it relates to a need/ demand for the WASH sector |  |
| **Intended audience**: Explain who the capacity development workshop is suitable for – what is assumed existing knowledge/ level of education/ experience |  |
| **Intended Learning Outcomes/Objectives: Please explain in terms of:**   1. Knowledge and Understanding 2. Subject Specific Skills … 3. Key transferable skills … |  |
| **Format and Content of Workshop** A description of the methods of learning and teaching and the learning styles for each session: |  |
| **Materials to be circulated in advance or after the workshop.**  A description of any handouts or other supporting documents |  |
| **Means of assessment and feedback to students:**  A description of how the participants (and their employers) can gauge if they can meet the intended learning outcomes |  |
| **Mechanism and means of course evaluation:**  A description of how the trainers will obtain feedback on the course. |  |
| **Costs** | |
| **Resourcing:**  Explain how staff travel, accommodation and any other costs will be met. The conference fees cover facilities and refreshments but no other funding for workshop presenters is available. |  |

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