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| --- | --- |
| **Programme title**  | **For example INTERNAL AUDIT** |
| **Workshop title**  | **For example Quality Management of Internal Audit for Internal Audit CEO** | **Duration****(Days/Hours)** | **For example 1/8** |
| **Name of Trainer**  | **Team Leader:****Trainers:** |
| **Scope**  | **Define scope of a workshop, a short summary**  |
| **Objective**  | **Define a workshop objective** |
| **Target Group** |  **For exaple: Internal Audit CEO** |
| **Content** | **1. SPECIFY CONTENT OF A WORKSHOP****2.****3.****…..** |
| **Key points** | **DEFINE THE KEY POINTS** |
| **Methodology** | **For example: Power Point Presentaton and Case Analysis** |
| **Working materials**  | [ ]  Power Point presentation[ ]  Case study[ ]  Exercises[ ]  Additional materials **– specify**  |
| **Content development** | **Objectives**  | **Duration (1=45min)** | **Comments for trainer** |
| **1. Specify parts of contents**  | **Specify objectives of each part** |  | **Specify comments for a trainer** |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |
| **9.** |  |  |  |
| **Hours total** |  |  |  |
| **Required space** | **For example: Room for 15 attendants** |
| **Required equipment** | **For example: Laptop, LCD projector, projection screen** |
| **Special requirements** |  |
| **Literature** | **Quote resources for a workshop (Standards, Law, Books, Articles and others)** |