|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)** | | | | |