



Planning Short Courses

-A network management tool –

Delft, 4 May 2013

Putting a course together

- ✓ Identify target group
- ✓ Involve partners in planning and organisation
- ✓ Choose host and venue
- ✓ Resources
- ✓ Delivery
- ✓ Contents
- ✓ Finances
- ✓ Practical arrangements



Host and venue

	Advantages	Disadvantages
Internal	<ul style="list-style-type: none"> - inexpensive - availability of equipment, labs, etc. - classroom set-up for lectures - exposure of the network member's institution 	<ul style="list-style-type: none"> - location may not always be convenient - lodging and food facilities may not be adequate - IT facilities - Bureaucratic administrative procedures
External	<ul style="list-style-type: none"> - reduction on room rates or meeting rooms - participants stay together - no transportation between hotel and venue required - audio-visual facilities may be more adequate - location may be more convenient 	<ul style="list-style-type: none"> - ownership of the course - interaction with faculties, professors - costs may be higher in case lodging could be provided by host - interference/noise of other events in the same location

Delivery

- Participation
- Case studies, lessons learned and exercises
- Length
- Format
- Venue



Course contents

- Interdisciplinary, intersectoral and gender balanced
- MDGs/SDGs
- Field trips
- Session outlines



Course announcement

- Title, place and date
- Host and partners
- Introduction
- Objective
- Target group
- Description of the content
- Methodology
- Organisation
- Contact details and registration fee
- What the participants will gain from the course and what is expected after the training
- Course programme
- Background materials references



Financial aspects

- Financial and in-kind contributions
- Constructing a budget
- Setting a course fee
- Leverage funding



Running the course

- Announcing the course
- Solicit participation
- Travel, transport and visa arrangements
- Course secretariat
- Tools and equipment
- Guiding the facilitator(s)
- Proceedings
- Course evaluation
- Financial report



Group work

Five groups discuss:

1. Design a balanced contents of a course programme
2. Construct a course budget and funding plan; consider course fees
3. Discuss the pros and cons of different level courses (national/regional/global)
4. Develop participants selection criteria
5. Discuss course evaluation and impact monitoring