**Table of Actions Needed in Preparation for the Integrated Inter-Cluster Training Package for Nutrition Outcomes Training**

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| **Action Needed** | **Who** | **When** | **Comments** |
| Participant Information |  |  |  |
| Who will send the training invitation to the participants? |  |  |  |
| Do we have a final list of participants with their correct email addresses? If not who will provide it and when? |  |  |  |
| Who will welcome participants? Government or UNICEF rep? Who will facilitate this action? |  |  |  |
|  |  |  |  |
| **Logistics** |  |  |  |
| Has the venue been booked? |  |  |  |
| We are planning for 2 coffee breaks and a lunch break. Who will inform the venue of set times? |  |  |  |
| For the training we will need:   * Computer * projector * papers and pens (not critical) * Name Tags * Speakers / sound system (depending on the size of the venue) * Flipcharts * Masking Tape / Something to hang flipchart * Permanent Markers (13 or more, assorted colours) * Post-Its * Certain handouts – listed in Facilitator’s Guide   Who will provide these and by when? |  |  |  |
| Is the plan for participants to receive the materials on a flash drive or in print? Who will provide and by when? |  |  |  |
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