Sample for Writing a Brief Report of Training Workshop
Following the completion of a training/teaching workshop to 'Improve the Emergency and Essential Surgical Care' in resource limited clinical settings.

1. Title, place (town, country) of the workshop

2. Background to the workshop:
   - Situation analysis of health facilities needs assessment
   - Target audience: Number and representation of participants (non-specialists doctors, general practitioners, nurses, technicians, paramedical staff). Participants representing healthcare facilities (district hospitals, rural hospitals, health centres, primary healthcare facilities, teaching hospitals, medical and nursing schools).

3. Objectives

4. Discussions and training activities:
   - Include details of the contents of the workshop activities (mention if, this training/teaching was a part of another training or education programme e.g. trauma, surgery, obstetrics, anaesthesia, emergency, HIV, patient safety, nursing and medical education etc.)

5. Recommendations based on the evaluation of training/education

6. Follow up action plan to contribute further to the projects objectives

7. Conclusions

8. Acknowledgements of collaborations and sponsors

9. Annexes attached to the report should include:

   Annex 1: List of participants with designation, address, phone number, e mail: All staff involved in planning and co-ordinating the training workshop

   Annex 2: Details of any teaching /training materials used as reference materials including local adaptation or translation

   Annex 3: Programme agenda

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