

Tool 6: Resources and Requirements Worksheet

Suggested Use: Use this worksheet to record the resources and requirements that enable or constrain the learning intervention.

Instructions: Review and consider all available information that affects decisions about the learning intervention and record it on this sheet.

Other Related Tools and Resources: Step 3: Identify existing resources and requirements for training and learning; Box 8: When established requirements for training don't match the need

Resources Used: List data sources used in completion of this worksheet here. (Refer to Tool1.)

Describe the policies, decisions, requirements and resources that support or constrain the learning intervention.

A. Requirements (policies; decisions already made by stakeholders, etc.)

- Expenditure restrictions (e.g., per diem payment, incentives)
- Type of training and time allowed for training
- Limits on time learners can spend in training and away from their post
- Location of training
- Selection of trainers or facilitators and selection of participants
- Existing scopes of practice, definitions and limitations on what cadres can do
- Existing curriculum and training materials that must be revised
- Mandate for attendance at training
- Curriculum and training requirements (e.g., for certification, licensure, continuing education credit)
- Human resources for health plans, policies and strategies

Tool 6: Resources and Requirements Worksheet *(continued)*

Describe the policies, decisions, requirements and resources that support or constrain the learning intervention.

B. Available Resources

- Funding
- People
(e.g., subject matter experts, training designers, trainers/facilitators, preceptors, managers, established learning partners/groups, co-workers, media and materials production specialists, evaluators, clients or community groups)
- Documentation
(e.g., existing and up-to-date service policies and procedures, job aids/learning guides and other content materials and media)
- Clinical training equipment, supplies, commodities in working order or repairable
(e.g., anatomical models, clinical equipment, infection prevention supplies, family planning commodities)
- Facilities
(e.g., classroom, clinic/work site)
- Media and equipment
(e.g., computers, internet, laser projectors)
- Travel
(e.g., transport, lodging, food, per diem, vehicles)
- Communication
(e.g., postage, courier, phone, internet)