

 **\*\*Other Logo Here**

**Introduction to Drinking Water Quality Testing**

Insert Photo

**City, Country**

**Month Date – Date, Year**

Organization

Name and Position of Trainer(s)

Telephone: XXX

Email: XXX

Website: XXX

Telephone: XXX

**TABLE OF CONTENTS**

[CAWST 5](#_Toc369680599)

[WORKSHOP BASICS 5](#_Toc369680600)

[Workshop Objectives 5](#_Toc369680601)

[Training Team 5](#_Toc369680602)

[Participants 5](#_Toc369680603)

[WORKSHOP ACTIVITIES WORTH NOTING 6](#_Toc369680604)

[Participants Expectations 6](#_Toc369680605)

[Microbiological Testing 6](#_Toc369680606)

[Physical Testing 6](#_Toc369680607)

[Chemical Testing 6](#_Toc369680608)

[Interpreting Results 6](#_Toc369680609)

[Aseptic Practices 6](#_Toc369680610)

[Sanitary Inspections 6](#_Toc369680611)

[Project Planning 6](#_Toc369680612)

[What’s Next 7](#_Toc369680613)

[Conclusion 7](#_Toc369680614)

[APPENDIX A: participant list 8](#_Toc369680615)

[APPENDIX B: Workshop Evaluations 10](#_Toc369680616)

# CAWST

CAWST, the Centre for Affordable Water and Sanitation Technology, is a non-profit organization based in Canada. We provide [training and consulting](http://www.cawst.org/en/what-we-do) to organizations that work directly with populations in developing countries that lack access to clean water and basic sanitation. CAWST "walks beside" over 500 organizations — government agencies, community groups, and local and international NGOs of all sizes — in [many countries](http://www.cawst.org/en/where-we-work). We work with them as they develop their capacities to deliver water and sanitation programs locally. CAWST provides training in developing countries for organizations and agencies who implement water and sanitation projects.

# WORKSHOP BASICS

##

**Workshop Title** Workshop Name

**Host** Organization Name

**Financial support** Name 1

 Name 2

**Other support** Organization Name

**Location**  City, Country

**Dates** Month Date to Date, Year

**Target audience** Description

## Workshop Objectives

The primary objectives of this workshop were to:

* List objectives here

Comment about how the objectives were met.

## Training Team

The team was comprised of the following people:

* Name – Role, organization
* Name – Role, organization

## Participants

There were # participants at the workshop. # or (X%) of the participants were women.

The participants represented # different organizations ranging from description of organizations. The organizations represented included:

* Name
* Name
* Name
* Name

A complete list of participants is provided in Appendix A.

# WORKSHOP ACTIVITIES WORTH NOTING

Participants Expectations

* List of expectations

**Workshop Topics**

### Microbiological Testing

### Physical Testing

## Chemical Testing

### Interpreting Results

**(Optional topics you might want to include)**

### Aseptic Practices

### Sanitary Inspections

### Project Planning

What’s Next

A description of what the participants agreed to follow up on after the workshop. Describe general plans and then list any specific plans that they shared in writing below.

* Quote from action plan
* Quote from action plan

# Conclusion

This is an opportunity to tie it all together. A note on the workshop objectives, participant expectations and the way forward. Any last comments that you want to share with the workshop participants.

#  APPENDIX A: participant list

Insert List

# APPENDIX B: Workshop Evaluations

Insert Summary of Participant Evaluations