

**HWTS Program Design**

Insert Photo

**City, Country**

**Month Date – Date, Year**

Organization(s)

Name and Position of Trainer(s)

Telephone: XXX

Email: XXX

Website: XXX

Telephone: XXX

**Contents**

[1 CAWST 3](#_Toc31355125)

[2 Workshop Basics 3](#_Toc31355126)

[2.1 Workshop Objectives 3](#_Toc31355127)

[2.2 Training Team 3](#_Toc31355128)

[2.3 Participants 3](#_Toc31355129)

[3 Workshop Activities Worth Noting 4](#_Toc31355130)

[3.1 Participants’ Expectations 4](#_Toc31355131)

[3.2 Understanding Behaviour 4](#_Toc31355132)

[3.3 Stakeholder Engagement 4](#_Toc31355133)

[3.4 Products and Services 4](#_Toc31355134)

[3.5 Demand Creation 4](#_Toc31355135)

[3.6 Capacity Development 4](#_Toc31355136)

[3.7 Financing 4](#_Toc31355137)

[3.8 Monitoring and Evaluation 4](#_Toc31355138)

[4 What’s Next 4](#_Toc31355139)

[5 Conclusion 5](#_Toc31355140)

[Appendix 1: Participant List 6](#_Toc31355141)

[Appendix 2: Workshop Evaluations 7](#_Toc31355142)

# CAWST

CAWST, the Centre for Affordable Water and Sanitation Technology, is a nonprofit organization based in Canada. We provide training and consulting 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 nongovernmental organizations (NGOs) of all sizes — in many countries. 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, sanitation and hygiene projects.

# Workshop Basics

**Workshop title:** HWTS Program Design

**Host:** Organization Name

**Financial support** Name 1

 Name 2

**Other support:** Organization Name

**Location**: City, Country

**Dates**: Date to Date, Month, 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 included the following:

* Name
* Name
* Name
* Name

A complete list of participants is provided in Appendix 1.

# Workshop Activities Worth Noting

Write introduction paragraph. Edit or delete any subsections that are not relevant.

The participant workshop evaluations are summarized in Appendix 2.

## Participants’ Expectations

The following expectations were identified by the participants:

* List of expectations

## Understanding Behaviour

Describe how this topic was received by the participants and any key learnings.

## Stakeholder Engagement

Describe how this topic was received by the participants and any key learnings.

## Products and Services

Describe how this topic was received by the participants and any key learnings.

## Demand Creation

Describe how this topic was received by the participants and any key learnings.

## Capacity Development

Describe how this topic was received by the participants and any key learnings.

## Financing

Describe how this topic was received by the participants and any key learnings.

## Monitoring and Evaluation

Describe how this topic was received by the participants and any key learnings.

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# What’s Next

Write a description of what the participants agreed to do 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 1: Participant List

Insert List

# Appendix 2: Workshop Evaluations

Insert Summary of Participant Evaluations