***(Insert Institute logo (if any), name and other details of the Institute here)***

**COURSE PROFILE**

**FOR**

***(Specify the Title of the Course and Total Duration in hours)***

***(Mention the date here)***

**Important:** This format should be followed for all short courses with duration ranging from 5-10 days

**Course Profile**

1. **Course details**

|  |  |  |
| --- | --- | --- |
| **Course Title:** | *(write official course title here)* | |
| **Duration (Hrs):** | *(should be hours)* | **Course fee (Nu):** *( per person per day/course)* |
| **Target audience:** | 1*. (Mention target goups for the course)*  2.  3. | |
| **Course Description: (***write the narrative/scope of the course and intended results)* | | |
| **General Objective:** *(specify the general objective/aim/purpose of the course, use action verb to formulate the objectives)* | | |
| **Learning Outcomes:** *( specify key learning outcomes to be achieved at the end of the course)*  1.  2.  3.  4.  5. | | |
| **Course Content:** *(specify the main course contents/topics/thematic areas in sequential orde. The content should be inconsistant with the objectives and learning outcomes)*  1.  2.  3  4  5  6  7  8 | | |
| **Instructional methods*:*** *(specify training delivery methods)* | | |
| **Instructional Resources** **Required**(specify training tools, equipment, materials, stationary etc) | | |

**2: Assessment and Certification Details**

|  |  |
| --- | --- |
| **Trainee Assessment**  ***(If any)*** | (*specify any assessment/test done at the end the training to assess the acheivement of learning outcomes)* |
| **Training Evaluation:** | *(specify methods to evalute the reaction and learning of participants at the end of the training)* |
| **Certificate awarded:** | *(Specify any certificate awarded at the end of the training and different forms of certificate awarded. Any pre-requisites to obtain certificate)* |

1. **Trainer Details**

|  |  |
| --- | --- |
| **Trainer Qualification and Work experience required:** | *(specify minimum trainer qualification required to conduct the course and relevant work experience required)* |
| **Name of Trainer:** | 1*. (specify name of trainer and enclose Trainer CV and proof documents)*  2. |
| **Trainer: Trainee Ratio** | *(Specify total trainee: trainer ratio( ration should not exceed 1: 25)* |

1. **Development team details**

|  |  |
| --- | --- |
| **Developed by:** | 1. *( specify the name of facilitator and subject matter experts involved during the development of the course profile)*  2  3.  4. |
| **Verified by:** | *( The head of Institute should verify the content, format and other details)* |
| **Date:** | (*specify the date of verification)* |