



Most Important BUT Most Ignored Questions for Training Cadre Development

Instructions: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

1. For what reason(s) do we need a cadre? List reasons for forming a cadre.
2. For what specific training sessions do we need trainers? List training titles.
3. Approximately how many training events do we estimate will be conducted per year for each training session identified?

Training Session	Approximate Dates or Times Per Year	Number of Trainers Needed

4. Who will coordinate the cadre process (i.e., recruitment, development, management, evaluation)? List coordinator name and contact information.
5. Will we compensate our cadre members or otherwise enable them to participate? Describe compensation details (e.g., money, materials, logistical or transport help, other).

