



CPMS Institutionalization Training of Trainers

Bangkok, Thailand

12-14 June 2018

Preparation Work

Please look over these materials:

- [CPMS Handbook](#)
- [CPMS PCM guidance](#)

Watch these videos:

- [Introduction to the CPMS](#)
- [How to Use the CPMS](#)

Take the Pre-test:

<https://goo.gl/forms/698IQPMXm0lBukmH2>

Day One

Time	Session	Objectives
8:00 – 8:30	Coffee	– Participants meet & greet in a fun casual atmosphere
8:30 – 9:30	Session 0: Welcome & introductions	– Everyone introduced and familiar with the agenda, objectives & approach for the next three days
09:30 – 10:45	Session 1: Overview of CPMS	<ul style="list-style-type: none"> – Have an overview of why the CPMS was developed and how it fits into the broader context of efforts to promote children’s rights and child protection. – Understand the CPMS principles, standards, and indicators – Understand how the CPMS can support and guide capacity building for agencies working in Child Protection in Humanitarian Action. – Get an overview of the revision of the CPMS
10.45 – 11.00	Break	
11:00 – 12:00	Session 2: Gap Analysis & Action Planning	<ul style="list-style-type: none"> – Become familiar with the CPMS Gap Analysis and Action Planning Templates – Understand agency institutionalization strategies
12:00 - 12:30	Session 3: Coordination	<ul style="list-style-type: none"> – Understand Standard 1 and the importance of coordination. – Understand different interactions between individual agency work and interagency work
12:30 – 13:30	Lunch	

13:30 – 14:45	Session 4: Human resources	<ul style="list-style-type: none"> – Understand St 2: and why they are important to ensuring a quality response. – Feel confident to facilitate briefings/action planning workshops with country programme colleagues to facilitate integration of CPMS in these aspects of country operations
14:45	Coffee Break	
15:00 – 16:15	Session 5: Communications	<ul style="list-style-type: none"> – Become aware of St 3: Communication, advocacy & media and how to meet the standard in our offices – Feel confident to facilitate briefings and action planning workshops with country programme colleagues to facilitate integration of CPMS St 3 into country operations
16.15- 17:00	Sessions 6: Programme Cycle Management	<ul style="list-style-type: none"> – Have an overview of St 4: Programme Cycle Management – Become familiar with the CPMS PCM Guide as a tool – Understand how guidance on programme cycle management is distributed across all 26 standards and the principles – Understand how standards 1-6 ensure a quality response and are actually integrated with key PCM efforts.
17:00- 17:30	Work on Action Plan Daily Evaluation	<ul style="list-style-type: none"> – Note key points on the draft action plan

Day Two

Time	Session	Objective / Expected outcomes
8:00 – 8:30	Coffee!	
8:30 – 9:00	Daily recap & Morning Energizer!	Refresh our memory of learning from the day before and focus on the day ahead
09:00 – 10:45	Session 7: Standards to Address Child Protection Needs	Understand the child protection needs standards (Standards 7 – 14) with a focus on those that are most relevant to specific operations.
10:45 – 11:00	Break	
11:00 – 12:30	Session 8: Standards to Develop Adequate Child Protection Strategies	<ul style="list-style-type: none"> – Understand child protection strategies, noting changes to be expected with the revision – Understand connections between Principle 5: Strengthen Child Protection Systems and the Child Protection Strategies, including case management and community based approaches
12:30 – 13:30	Lunch	
13:30 – 15:00	Session 9: standards to Mainstream Child Protection in Other Humanitarian Sectors	<ul style="list-style-type: none"> – Understand the importance of working with humanitarian colleagues in other sectors to facilitate mainstreaming of CP within their programmes and learn some tips & strategies to facilitate mainstreaming
15:00 – 15:15	Break	
15:15 – 16:30	Session 10: Working with Partners	<ul style="list-style-type: none"> – Understand responsibility to ensure that partners incorporate CPMS into their work – Be aware of approaches to build partner capacity as regards the CPMS – Gain familiarity with resources like the frontline workers training to facilitate work with partners
16:30- 17:15	Session 11: 1. Work on Action Plans and prepare Teach Back session 2. Panel Session on lessons learned from Tdh Institutionalization	1. Work on Action Plans and prepare Teach Back session 2. Panel Session: Lessons learned from Tdh Institutionalisation <ul style="list-style-type: none"> – Gain knowledge of lessons learned by Tdh Focal Points on what worked and did not work in developing and implementing actions plans – Have the opportunity to raise any questions on how they can follow up on the action plans once back in their delegation
17:15 – 17:30	Daily Evaluations	

Day 3

Time	Session	Objective / Expected outcomes
8:00 – 8:30	Coffee	
8:30 – 9:00	Daily recap & Morning Energizer!	Refresh our memory of learning from the day before and focus on the day ahead
9:00 – 9:45	Session 12: Programme Monitoring & Evaluation	<ul style="list-style-type: none"> – Understand the different kinds of monitoring: child protection situation, response and programme monitoring – Understand the importance of setting up strong objectives, indicators and monitoring frameworks during the programme design phase to enable effective monitoring during implementation – Feel confident in designing and managing evaluations based on the CPMS
9:45 – 10:15	Session 13: Information Management	<ul style="list-style-type: none"> – Understand Standard 5 and how it relates other standards and principles within the CPMS – Be familiar with common challenges around information management and how the CPMS can support addressing these challenges
10:15 - 10:30	Break	
10:45 – 12:30	Prepare Teach Back Session & Action Plan	<ul style="list-style-type: none"> – Opportunity to work individually or in small groups to prepare teach back session or Action Plan presentation
12:30 – 13:30	Lunch	
13:30 – 15:30	Teach Back Sessions	<ul style="list-style-type: none"> – Opportunity to practice training using CPMS materials
15:30	Break	
15:45 – 17:15	Finalize & present on Country Action Plans	<ul style="list-style-type: none"> – Opportunity to share action plans
17:30	Evaluations, presentation of certificates & closing Remarks	