

## Manual for Trainers - High level Overview

Section	Theme
Section 1.	<ul style="list-style-type: none"> <li>• Background – Acknowledgments</li> <li>• Rights and Permission</li> <li>• Disclaimer</li> <li>• PPD Trainer Manual</li> </ul>
Section 2.	<ul style="list-style-type: none"> <li>• Workshop Agenda</li> <li>• Facilitation – Roles and Responsibilities</li> <li>• Charter of Good Practice in using Public Private Dialogue for Private Sector Development</li> <li>• PPT: Welcome to the PPD Workshop</li> </ul>
Section 3.	<ul style="list-style-type: none"> <li>• PPT: Promoting Economic Development and Good Governance through Public-Private Dialogue (main presentation)</li> <li>• PPT: Using PPD to Build Competitive Industries (optional)</li> </ul>
Section 4.	<ul style="list-style-type: none"> <li>• PPT: Contextualization Exercise: How is your PPD doing?</li> <li>• Handout: Redefining [your PPD]</li> </ul>
Section 5.	<ul style="list-style-type: none"> <li>• PPT: Role-Play: Setting up a Collaborative Policy Platform in 90 Minutes – Literavia Case-Study</li> <li>• Handouts: Setting up a Collaborative Policy Platform in 90 Minutes – Literavia Simulation</li> </ul>
Section 6.	<ul style="list-style-type: none"> <li>• PPT: Policy Advocacy, Outreach and Communication</li> <li>• Handout: Exercise Issue Predisposition/Likelihood to Care/Do Something</li> <li>• Handout: Exercise Who Says What/About Whom</li> <li>• Handout: Exercise Your Message</li> <li>• Handout: Exercise Delivery Timeline</li> <li>• Handout: Advocacy Campaigns, Step by Step</li> <li>•</li> </ul>
Section 7.	<ul style="list-style-type: none"> <li>• PPT: Basics of M&amp;E/PPD M&amp;E Tools</li> <li>• Handout: Part 1-Evaluation of Organizational Process and Effectiveness</li> <li>• Handout: Operational Process Indicators</li> </ul>
Section 8.	<ul style="list-style-type: none"> <li>• PPT: Reform Formulation and Tracking</li> <li>• Handout: Reform Submission Form</li> <li>• Handout: Part 2-PPD Impact on the Reform Process</li> <li>• Handout: Notes to Accompany Template for 'Aggregate Cost Savings' Using Back of the Envelope (BOTE) Methodology</li> </ul>
Section 9.	<ul style="list-style-type: none"> <li>• PPT: Defining a Strategy</li> <li>• Handout: PPD Action Matrix</li> <li>• Handout: Budget</li> </ul>
Section 10.	<ul style="list-style-type: none"> <li>• Handout: Resource Checklist Public Private Dialogue Workshop</li> <li>• Handout: Classroom Lay-Out</li> <li>• Handout: Workshop Welcome Letter</li> <li>• Action Plan for Learner</li> <li>• Workshop Evaluation Form</li> </ul>