

## OVERVIEW

### WHAT IS THIS GUIDE AND WHO SHOULD USE IT?

This *Preparation and Delivery Guide* provides the information, resources, and lessons learned necessary for a successful presentation of the ENCAP EA-ESDM course. (Fully, the ENCAP Africa Regional Course in Environmental Assessment and Environmentally Sound Design & Management for Small Scale Activities.) It is intended for **sponsors, organizers, and trainers.**

In addition to this introductory section, the Guide contains:

CHAPTERS		
1.	“The basics”	A detailed introduction to the course, including its objectives, agenda, staffing, roles & responsibilities, funding and contracting.  <i>No matter what your purpose in using this guide, read this chapter first, and in its entirety.</i>
2.	Overview of course planning and preparation	A summary of the different elements of course preparation, including the preplanning visit.
3.	Key preplanning tasks in more detail	Detailed discussion of some of the tasks undertaken during the preplanning visit, including venue selection & case site identification.
4.	After the preplanning visit	Detailed discussion of key preparation tasks in the weeks immediately preceding the course.
5.	Course delivery	Guidance on facilitation team meetings; registration logistics, special notes for the first module, “Course objectives,” and post-course tasks.  <i>Note that Trainers must tailor the modules to local needs and the lectures to their own style and expertise.</i>
APPENDICES A–G		Scopes of Work, Budget and reporting templates, Sample course invitations and certifications, and other aids.

Note that this guide intentionally does *not* provide *step-by-step instructions for the actual delivery of the various course modules*, as (1) the participant sourcebook provides objectives, instructions, and key questions for each module; and (2) the guide assumes understanding of the environmental assessment process and prior experience in facilitated training.

