

Learning Topic 4.1: Preparing the Multiplier Training Work Plan

Capability-Building Program on the Development of Training Plans for Community-Based Training Programs (CBTPs)

Overview

This learning topic equips CBTVET Officers and Trainers with the skills and tools needed to develop an actionable Multiplier Training Work Plan that replicates and cascades the learnings from TESDA's Capability-Building Program on the Development of Training Plans for Community-Based Training Programs (CBTPs).

The **Multiplier Training** plays a crucial role in replicating and cascading the learnings, strategies, and tools gained from the national Capability-Building Program to the regional level. Its main purpose is to enable **trainers of relevant CBTPs for CBTVET clients** to independently plan, design, and implement community-based training programs that are inclusive, localized, and demand-driven.

By transferring these competencies to the regional level, the Multiplier Training supports the implementation of CBTPs for priority CBTVET clients by ensuring that each **province** produces concrete outputs: **four (4) training plans** for relevant Community-Based Training Programs (CBTPs) addressing the **four clusters of CBTVET clients**, along with corresponding **Terms of Reference (TORs)** for their implementation. This ensures that the CBTPs are not only context-specific and inclusive but also aligned with provincial priorities and community needs.

The learning topic is organized into two parts:

- **4.1.1 Guide in Developing a Multiplier Training Work Plan**
- **4.1.2 Key Components of the Multiplier Training Work Plan**

Learning Objectives

By the end of this topic, learners should be able to:

- Clearly understand the importance and components of a multiplier training work plan;
 - Identify the key planning stages and implementation phases necessary to carry out the multiplier training effectively;
 - Prepare a sequenced and time-bound list of activities for the multiplier training with corresponding roles and responsibilities;
 - Integrate evaluation mechanisms into the overall plan to ensure timely delivery and quality outputs.
 - Prepare a realistic and actionable work plan for any other TESDA activities (e.g., CBTP implementation, capability-building programs at the provincial level)
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Learning Material 4.1.1:

Guide in Developing the Multiplier Training Work Plan

This section provides a step-by-step guide to conceptualizing and structuring the multiplier training plan. It includes strategic alignment, key planning stages, and implementation considerations.

I. Learning Objectives

By the end of this section, learners will be able to:

- Understand the importance of planning in ensuring quality and consistency in multiplier training implementation;
- Follow a systematic process in preparing the work plan;
- Align the plan with TESDA's strategic directions, particularly on CBTVET priorities;
- Map out activities, assign roles, and integrate evaluation elements.

II. Importance of a Multiplier Training Work Plan

The Multiplier Training Work Plan is a key planning tool for organizing and managing the regional rollout of TESDA's Capability-Building Program on the Development of Training Plans for CBTPs. It serves to:

- **Provide Strategic Direction** – Outlines the structure, flow, and expected outputs of the training.
- **Enable Effective Coordination** – Aligns the efforts of TESDA Regional and Provincial Offices, and trainers.
- **Ensure Efficient Use of Resources** – Guides the allocation of time, budget, and logistics for training implementation.
- **Support Quality and Consistency** – Ensures that each participating province produces four training plans for relevant CBTPs covering the four CBTVET client clusters, along with a corresponding Terms of Reference (TOR) for implementation.
- **Strengthen Monitoring and Accountability** – Acts as a basis for tracking deliverables and assessing progress.

III. Planning Stages and Implementation Phases

The preparation of the Multiplier Training Work Plan follows four key phases to ensure structured, timely, and results-oriented implementation:

A. Preparation Phase

Includes all preparatory tasks prior to training implementation:

- Identification of Participants
- Issuance of invitations and office orders;
- Procurement activities;
- Venue and logistical arrangements;
- Reproduction of materials;
- Orientation of participants, facilitators, and regional lead trainers.

B. Training Delivery Phase

This phase involves the actual conduct of the Multiplier Training over a **two-day period**:

- The **synchronous phase** includes orientation, group work, guided discussions, and peer review. The LMS serves as a reference tool for drafting their Community-Based Training Program (CBTP) training plans.

Key activities include:

- Workshops on the preparation of CBTP training plan development, evidence plan, and identifying resources for institutional assessment;
- Peer review and feedback sessions;
- Drafting of the Work Plan, Terms of Reference (TOR), and Budget Proposal;
- Group reflection, open forum, and synthesis of learning.

C. Evaluation Phase

This phase ensures that the training's effectiveness is assessed and outputs are refined. Key activities include:

- **Finalization of Outputs** – Refinement of CBTP Training Plans, Work plan, Budget Proposals, and Terms of Reference (TORs) for the CBTP Implementation;

- **Collection of Participant Feedback** – Through evaluation forms and reflection sessions;
- **Secretariat's Debriefing** – Discussion among trainers and organizers on strengths, gaps, and improvement areas;
- **Consolidation of Lessons Learned and Recommendations** – To inform future training delivery.

D. Post-Training Phase

This phase focuses on sustaining the gains of the training and transitioning to CBTP implementation. It includes:

- **Submission of Final Outputs** – Approved CBTP Training Plans, CBTP Implementation Work Plans, CBTP Budget Proposals, and TORs for the CBTP Implementation to be submitted to CBTVETO;
- **Mentoring of Trainers of relevant CBTPs for priority CBTVET Clients** – Continuous coaching to support program rollout;
- **CBTP Implementation** – Actual conduct of community-based training programs guided by the developed plans.

IV. Structuring the Work Plan

An effective Multiplier Training Work Plan must be clear, organized, and results-oriented. It should include the following key components:

- **Timeline and Sequencing of Activities**
A detailed schedule that outlines preparation, delivery, evaluation, and post-training actions in logical order.
- **Roles and Responsibilities**
Clear designation of tasks among Regional and Provincial CBTVET Officers, Regional Lead Trainers, and Support Staff to ensure coordinated implementation.
- **Resource Allocation**
Identification and planning of required human, material, financial, and logistical resources to support each activity.
- **Monitoring, Evaluation, and Risk Mitigation**
Mechanisms to track progress, gather feedback, and address possible challenges that may arise during implementation.

🧠 Now that you've explored the Guide in Developing the Multiplier Training Work Plan, take a moment to reflect on your own experiences. Consider the real-world challenges and insights you've gained from organizing or supporting capability-building initiatives. This reflection will help you connect what you've learned in the learning material to practical improvements you could apply in the future.

Reflection Activity: Applying What You've Learned

Reflect on your experience in organizing or supporting capability-building activities.

- What challenges did you encounter in the planning or coordination stage?
- Based on this learning material, what improvements would you introduce if you were to lead a multiplier training?

Instructions:

Please write your response below. Your answer should be 100–150 words.

-  Link for Reflection Activity: <https://forms.gle/h5FwaSr1EaP4wCxa6>
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🧠 You've just explored the overall process of planning and organizing the Multiplier Training, including the planning stages, implementation phases, and structuring the work plan. These concepts provide a strong foundation for effectively managing and delivering the training at the regional level.

Self-Check Quiz: Learning Material 4.1.1: Guide in Developing the Multiplier Training Work Plan

Before moving on to the next section, take a few minutes to complete the **Self-Check**. This activity will help you reflect on what you've learned and assess your readiness to proceed.

Instructions:

Answer the Self-Check Quiz for Learning Material 4.1.1: Guide in Developing the Multiplier Training Work Plan

-  Link for Self Check: <https://forms.gle/EfVsHyfcpDxyM4Sa8>
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**End of Learning Material 4.1.1:
Guide in Developing the Multiplier Training Work Plan**

Learning Topic 4.1: Preparing the Multiplier Training Work Plan

**Capability-Building Program on the Development of Training Plans for
Community-Based Training Programs (CBTPs)**

Learning Material 4.1.2: Key Components of the Multiplier Training Work Plan

This section outlines the specific elements that make up the full work plan. Each component is detailed and contextualized to ensure alignment with CBTP implementation.

I. Title of Activity

**"Conduct of Multiplier Training on the Development of Training Plans for
Community-Based Training Programs "**

This title should appear on all documents, including invitations, office orders, certificates, and official communications.

II. Objective of the Multiplier Training

The Multiplier Training aims to:

- **Transfer the learnings and tools** from TESDA's national Capability-Building Program to trainers of relevant CBTPs for priority CBTVET clients.
- **Equip trainers for priority CBTVET clients** with the competencies to develop training plans and design inclusive, localized, and demand-driven Community-Based Training Programs (CBTPs).
- **Facilitate the development of four (4) CBTP training plans per province**, aligned with the needs of the four priority CBTVET client clusters.
- **Guide the preparation of corresponding Terms of Reference (TORs)** to support CBTP implementation at the provincial level.

- **Ensure that training plans and TORs are aligned** with local priorities, provincial goals, and TESDA's CBTVET strategies.
- **Promote collaboration, local ownership, and accountability** through structured planning, mentoring, and quality assurance mechanisms.
- **Strengthen the regional CBTVET team's role** in supporting provincial rollout through coaching, documentation, and implementation support.

III. Scope and Coverage

Includes all TESDA provincial offices in the region and focuses on:

- Development of CBTP training plans for priority CBTVET Clients under the four clusters;
- Preparation of the Work Plan, Budget Proposals, and Terms of Reference (TOR) for the CBTP implementation.

IV. Participants of the Multiplier Training

- **Four (4) Community-Based Trainers** for every province to conduct relevant training programs for the identified priority CBTVET clients under the four (4) clusters.

V. Secretariat of the Multiplier Training

Those who have completed the Capability Building Program on the Development of Training Plans for CBTPs:

- **Regional CBTVET Officer** - responsible for coordinating logistics and supporting sessions and ensures completion of expected outputs of the multiplier training.
- **Provincial CBTVET Officers** - serve as on-the-ground mentors to ensure effective and aligned delivery of CBTPs. They are responsible for the development of the CBTP Implementation Work Plan, Budget Proposals, and Terms of Reference.
- **Regional Lead Trainers** - deliver sessions and provide technical guidance in developing CBTP training plans, evidence plan, and identifying resources for institutional assessment.

The Secretariat may also include support staff from the Regional and Provincial Offices and technical staff from the CBTVETO.

VI. Venue/Location of the Multiplier Training

The face-to-face training will be conducted at a venue identified and arranged by the TESDA Regional Office, in coordination with Provincial CBTVET Officers

VII. Duration and Schedule of the Multiplier Training

The Multiplier Training will be conducted for two (2) consecutive days. The Learning Management System (LMS) will serve as a reference tool throughout the training.

An outline of the activities for the two-day training shall be prepared by the Regional Offices to guide implementation, facilitate coordination, and ensure alignment with expected outputs.

The training is tentatively scheduled for July 2025, with specific dates to be finalized in consultation with participating Provincial Offices.

VIII. Mechanics of Implementation

The Multiplier Training will be delivered fully face-to-face to ensure real-time discussions, collaborative planning, and direct technical guidance. This approach enables focused sessions on the development of Community-Based Training Program (CBTP) training plans and related documents.

Structured guided discussions, peer reviews, and coaching, led by the Regional lead trainer and the Regional CBTVET Officer, will be applied in the multiplier training to help participants apply the concepts and tools from the Capability-Building Program in doing their individual tasks. The LMS will serve as a reference tool to support the development of Community-Based Training Program (CBTP) plans, Work Plan, Budget Proposals, and Terms of Reference.

The implementation follows four coordinated phases:

1. Preparation Phase

Focuses on mobilization of participants, orientation of facilitators, and logistics.

2. Training Delivery Phase

Involves structured sessions for developing the required CBTP Training Plans, Budget Proposals, and Terms of Reference (TORs), supported by peer feedback and mentoring.

3. Evaluation Phase

Gathers participant insights, feedback, and team reflections to assess training relevance and effectiveness.

4. Post-Training Phase

Covers the submission of approved CBTP Training Plans, Budget Proposal, and Terms of Reference and post-training mentoring to support implementation of CBTPs at the provincial level.

The table that follows outlines **illustrative activities and timelines**, which can be **adapted by a TESDA Regional Office** as guide in organizing and implementing the multiplier training effectively, while aligning with the expected outputs and timeline requirements of the Multiplier Training.

Phase	Activities	Timeline	Expected Deliverables	Responsible Unit
1. Preparation	Disseminate invitations and confirm participation of Community-Based trainers	2 weeks before training	Consolidated and validated list of confirmed participants per province	Regional Office/Regional CBTVET Officer
	Finalize venue, meals, supplies, and training kits	1 week before training	Completed logistics checklist with confirmed venue, catering, materials, and kits	
	Conduct briefing/orientation with Regional Lead Trainer and CBTVET Officers on program flow and roles		Secretariat briefed and aligned on program schedule, roles, and facilitation tasks	

2. Training Delivery	Opening Program, Overview of the Multiplier Training (focusing on the Expected Outputs)	Day 1	Attendance sheet, opening program	Regional Office/Regional CBTVET Officer
	Discussion on the Development of Training Plan for CBTPs		Community-Based Trainers briefed on the CBTP Training Plan	Regional Lead Trainer
	Task 1: Preparing Training Plan for each CBTP		Four (4) CBTP training plans per province (1 for each trainer)	Community-Based Trainers
	Task 2: Preparing CBTP Implementation Work Plan for each province;		One (1) CBTP Implementation Work Plan for each province	Provincial CBTVET Officers
	Task 3: Preparing Evidence Plan & Identifying Resources for Institutional Assessment;	Day 2	Evidence Plan & List of Resources for Institutional Assessment for the four (4) CBTPs for each province	Community-Based Trainers
	Task 4: Preparing Budget Proposals for the CBTP Implementation		Four (4) Budget Proposals (one per CBTP) per province	Provincial CBTVET Officers
	Task 5: Preparing Terms of Reference for the CBTP Implementation in the Province		Draft TOR for the CBTP implementation per province	Provincial CBTVET Officers

	Synthesis and Open Forum – Group reflection, shared insights, Q&A		Collective reflections and process learning	Regional Lead Trainer
	Closing Program – Certificate distribution, photo ops, wrap-up		Participant certificates, documentation	Regional Office/ Regional CBTVET Officer
3. Evaluation	Collect and analyze participant evaluation forms	End of Day 2	Raw evaluation data	Regional Office/ Regional CBTVET Officer
	Secretariat's Debriefing Session	1 to 3 days after the training	Summary of strengths, gaps, and lessons	Regional Lead Trainer & CBTVET Officers
	Draft Evaluation Summary Report	Within 3 days post-training	Consolidated evaluation document	Regional Office/ Regional CBTVET Officer
4. Post-Training	Submit to CBTVETO the After-Activity Report for the conduct of Multiplier Training, including the Evaluation Summary Report and Report of Disbursement	15 to 30 days after the training	Submitted post-training reports to CBTVETO	Regional Office/ Regional CBTVET Officer
	Submit to the CBTVETO the approved CBTP Training Plan, Work	5 working days after the	Submitted documents to CBTVETO: 1. Approved	Regional Office/ Regional

	Plans, Budget Proposals, and TORs for the CBTP Implementation	multiple training	CBTP Training Plans (4 per province), 2. Approved CBTP Budget Proposals (4 per province), 3. CBTP Implementation Work Plan (1 per province) 4. Approved TOR for the CBTP Implementation (1 per province)	CBTVET Officer
	Transfer of Funds for CBTP Implementation	Timeline as indicated in the Financial and Administrative Arrangement	Funds transferred to CBTP implementers	CBTVETO, FMS, ROPOs
	Mentoring of provincial trainers for CBTP Implementation		Strengthened implementation readiness	Regional Lead Trainer/ CBTVET Officers

IX. Roles and Responsibilities

Clear definition of roles ensures that each member of the Secretariat contributes effectively to the success of the Multiplier Training. Below is a breakdown of responsibilities assigned to the key implementers:

A. Regional CBTVET Officer

- Serve as overall organizers and coordinators of the Multiplier Training.
- Lead the planning and organizing the Multiplier Training
- Manage overall logistics, including venue arrangements, training materials and templates
- Ensure proper mobilization of facilitators and participants
- Monitor training progress, consolidating outputs, and preparing documentation
- Oversee adherence to national guidelines and CBTVET strategic directions
- Serve as liaison between the CBTVETO and provincial offices for reporting and support
- Ensure the completion of all required outputs from participants, such as CBTP Training Plans, Work Plans, Budget Proposals, and Terms of Reference (TORs).

B. Provincial CBTVET Officers

- Guide the participants (community-based trainers) throughout the training process
- Provide technical assistance to their respective community-based trainers in developing CBTP training plans.
- In coordination with the Regional CBTVET Officer, prepare their respective province's Work Plan, Budget Proposals, and Terms of Reference for the CBTP Implementation.
- Coordinate post-training mentoring and coaching of Community-Based Trainers for the CBTP implementation in their respective provinces.

C. Regional Lead Trainers

- Deliver sessions and provide technical guidance in developing CBTP training plans, evidence plan, and identifying resources for institutional assessment
- Act as mentors to provincial trainers and oversee quality assurance of training outputs.

- Lead peer feedback activities and ensure participants understand the CBTP frameworks and principles.

D. Documenters/Support Staff

- Record key proceedings, participant outputs, evaluation results, and group discussions.
- Compile documentation for reporting and continuous improvement.
- Assist in drafting evaluation summary and training reports.

X. Resources Required

The effective implementation of the Multiplier Training for the Capability-Building Program on the Development of Training Plans for CBTPs depends on the availability, accessibility, and sufficiency of key resources. These resources must be identified and prepared in advance to ensure seamless execution, active participation, and quality outputs. The required resources are grouped into four major categories:

A. Human Resources

The training requires a core team composed of the regional lead trainer, CBTNET Officers, and support staff. These individuals will be responsible for delivering content, assisting participants, managing logistics, and documenting proceedings. (Detailed functions are outlined in the Roles and Responsibilities section 4.1.2.IX)

B. Training Materials

These include printed and digital resources that support learning and documentation. Materials must be prepared and distributed before or during training sessions.

- Learning Management System (LMS) as a reference tool
- PowerPoint presentations and session guides
- Pens and name tags
- Standardized templates (e.g., TOR format, Work Plan layout)
- Participant and facilitator evaluation forms

C. Financial Resources

These represent the monetary requirements for delivering the training. Budgeting should reflect both fixed and variable expenses, and may be supported through **cost-sharing arrangements**.

- Meals and snacks for organizers, participants, trainer, facilitators, and support staff
- Venue rental (if applicable)
- Travel, transportation, and accommodation expenses for trainers and participants (if necessary)

D. Logistical Resources

These are the physical and technical setups required to ensure a conducive learning environment, especially for the face-to-face components of the training.

- Accessible training venue with ample space and ventilation
- Tables, chairs, sound system, and LCD/LED projector
- Computers or laptops for workshop use
- Stable internet connection for LMS access and digital collaboration
- Accommodation arrangements for trainers and/or participants traveling from other locations

XI. Expected Outputs of the Multiplier Training

By the end of the multiplier training, each participating province must produce:

1. **Four (4) Final Draft of Training Plans** of relevant Community-Based Training Programs for the priority CBTVET clients under the four Clusters;
2. **A Final Draft Terms of Reference (TOR), supported with Budget Proposals**, for the implementation of relevant community-based training programs for priority CBTVET clients under the four clusters; and
3. **A Final Draft of the Work Plan** for the implementation of relevant community-based training programs for priority CBTVET clients under the four clusters.

These outputs are foundational for the implementation of community-based training programs for CBTVET clients under the four (4) clusters and will serve as quality benchmarks.

XII. Anticipated Challenges and Mitigation Strategies

Effective implementation of the Multiplier Training requires proactive planning to manage possible challenges that may arise during the preparation, delivery, and follow-through phases. By identifying these risks early and applying appropriate strategies, Regional and Provincial CBTVET Officers can ensure a smoother and more successful training process.

Below are common challenges and corresponding mitigation strategies that may be encountered. These are based on past CBTP-related activities and should be adapted to fit your local context:

1. Low Attendance or Participation of Target Participants

- Challenge: Some invited community-based trainers may not attend or fully participate.
- Mitigation Strategy:
 - Disseminate invitations at least two weeks before the training.
 - Coordinate closely with Provincial Directors for mobilization.
 - Conduct a pre-training orientation to clarify expectations and confirm attendance.

2. Budget Shortfall or Delayed Release of Funds

- Challenge: Training funds may be delayed or may not cover all anticipated expenses.
- Mitigation Strategy:
 - Finalize and submit the budget proposal early for approval.
 - Ensure it aligns with the approved cost-sharing scheme.
 - Prioritize essential expenses and adjust non-essential costs when necessary.

3. Incomplete or Low-Quality CBTP Outputs (Plans and TORs)

- Challenge: Participants may struggle to produce complete or quality outputs.
- Mitigation Strategy:
 - Allocate sufficient time for group work, mentoring, and peer feedback.
 - Provide clear templates and examples.

- Assign the Regional Lead Trainer and CBTVET Officers to provide real-time technical assistance.

4. Logistical Issues During Training

- Challenge: Venue, equipment, or supply problems may disrupt training.
- Mitigation Strategy:
 - Conduct early coordination meetings with logistics staff and suppliers.
 - Use a detailed checklist for materials and venue arrangements.
 - Prepare backup options for venues and equipment.

5. Delayed Submission of Post-Training Outputs

- Challenge: Provincial CBTVET officers may not submit required outputs (e.g., final plans, budget, TORs) on time.
- Mitigation Strategy:
 - Set clear deadlines during the training.
 - Assign the Regional CBTVET Officer to closely monitor and follow up on submissions.
 - Offer post-training support and mentoring to help complete tasks.

6. Weak Coordination Between Regional and Provincial Offices

- Challenge: Lack of alignment or communication among implementing units may affect training flow.
- Mitigation Strategy:
 - Clarify roles and responsibilities at the outset.
 - Use shared tools such as group chats or shared drives to track progress.
 - Schedule regular check-ins before, during, and after training.

XIII. Monitoring, Documentation, and Feedback Mechanisms

This section outlines how the implementation of the Multiplier Training will be monitored, documented, and assessed to ensure that activities are delivered as planned, outputs are completed, and insights are gathered to inform future improvements.

Monitoring and documentation efforts will focus on tracking participation, capturing key learning moments, and consolidating feedback from both trainers and participants. These mechanisms will help validate the effectiveness of the training, identify areas for improvement, and provide evidence for reporting and accountability.

The following methods will be applied:

- **Attendance Monitoring**
Daily attendance will be recorded for all participants, trainers, and facilitators to track engagement and ensure full participation.
- **Participant Feedback**
A post-training evaluation form will be administered to gather feedback on the training content, delivery, facilitation, and overall experience.
- **Photo and Video Documentation**
Selected sessions and group activities will be documented through photos and short video clips to visually capture the conduct and dynamics of the training. These materials will also serve reporting and knowledge-sharing purposes.
- **Session Reports and Highlights**
Facilitators or secretariat staff will prepare brief summaries of sessions, highlighting key learning points, group dynamics, and participant insights.

All documentation and feedback will be consolidated and used to support reporting requirements and help guide adjustments for future capacity-building activities at the regional and provincial levels.

XIV. Budget Proposal and Cost-Sharing Arrangement

Preparing a clear, realistic, and well-structured **budget proposal** is essential for the successful implementation of the Multiplier Training. The proposed budget should cover all necessary components, such as:

- Meals and snacks for participants
- Venue rental and training supplies (e.g., materials, kits)
- Honoraria for resource persons, if applicable
- Support for travel and accommodation

To promote sustainability and shared accountability, a **cost-sharing arrangement** will be applied. Under this setup:

Central Office (CBTVETO via the TESDA sa Barangay Fund) will provide the following:

- **Meals and training support equivalent to 50% of the Daily Travel Expense (DTE)** in the region for participants and secretariat
- **A Fixed venue cost subsidy of ₱10,000** per region

Regional and Provincial Offices are expected to cover the remaining costs, including:

- Travel and transportation of participants and secretariat
- Supplies and materials
- Additional logistics and contingency needs

This joint funding approach ensures:

- Optimal use of available training resources
- Strengthened local ownership and initiative
- Inclusive and context-sensitive implementation of the training

Ultimately, it promotes **shared responsibility** and helps establish a **sustainable model** for future training programs and interventions.

Note: A more detailed discussion on how to prepare the budget proposal can be found in **Learning Topic 4.2: *Preparing the Budget Proposal for the Multiplier Training***. This section provides step-by-step guidance, templates, and cost-sharing arrangements to support your planning.

XV. Annexes and Templates

This section provides ready-to-use tools and documents that support efficient planning, documentation, and implementation of the Multiplier Training. These resources ensure **consistency, completeness, and ease of replication** across all provinces in the region. The Regional CBTVET Officer and support staff shall ensure training materials and templates needed in the Multiplier Training are available.

Templates and Tools needed in the Multiplier Training include, but are not limited to, the following:

- **Work Plan Template** – guides the step-by-step planning of the CBTP implementation activities, responsibilities, and timelines.
- **Budget Proposal Template** – standardizes the presentation of estimated expenses and funding sources.
- **Terms of Reference (TOR) Template** – outlines program objectives, participant profiles, deliverables, resource requirements, and cost-sharing arrangements.
- **Attendance Sheet** – tracks participant presence during both asynchronous and synchronous sessions.
- **Evaluation Forms** – collect feedback from participants and facilitators for monitoring and continuous improvement.

- **Training Plan Template** – Outlines CBTP objectives, learners training requirement, activities, schedules, and required resources for effective training delivery.
- **Evidence Plan Template** – Details the assessment methods and types of evidence aligned with the learners training requirement to ensure valid and measurable outcomes.
- **Resources for an Institutional Assessment Template** – Lists the tools and equipment needed to meet TESDA standards for delivering and assessing the CBTP.

These templates should be **customized** based on regional and provincial contexts while maintaining alignment with CBTP concepts.

Conclusion

The preparation of a Multiplier Training Work Plan is a vital step in scaling TESDA's Capability-Building Program on the Development of Training Plans for Community-Based Training Programs (CBTPs). A well-structured work plan ensures that training activities are not only aligned with TESDA's national goals but also contextualized, inclusive, and responsive to the needs of priority CBTVET clients.

This learning topic has offered a comprehensive guide to developing a time-bound, output-oriented training plan from setting objectives and identifying participants, to sequencing key activities and managing necessary resources.

With strong emphasis on participatory planning, risk mitigation, and monitoring and evaluation, the work plan becomes a powerful tool for quality assurance and continuous improvement. The use of standardized templates such as the work plan, TOR, and budget forms further promotes consistency, accountability, and efficiency across regions.

Ultimately, the multiplier training is more than a capacity-building activity. It is a platform for empowering implementers, enabling collaboration, and fostering knowledge transfer. By equipping local teams to design and roll out CBTPs tailored to the four clusters of CBTVET clients, the training directly contributes to skills development, livelihood improvement, and inclusive community growth.

🧠 Now that you've explored the key components involved in planning and implementing a successful Multiplier Training Work Plan, take a moment to reflect on your own experience. Think about the challenges you've encountered and the lessons you've learned while organizing or supporting capability-building activities. This reflection will help you connect the concepts from the learning material to your real-world context and identify specific improvements you could apply if you were to lead a future multiplier training.

Reflection Activity: Applying What You've Learned

Among the key components of the Multiplier Training Work Plan (such as timeline, budget, roles, risk management), which do you think will require the most coordination effort in your region and why?

Instructions:

Please write your response below. Your answer should be 100–150 words.

-  Link for Reflection Activity: <https://forms.gle/3yUE8sodHzNaZRVL9>
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🧠 You've now examined the key components that make up a Multiplier Training Work Plan, such as activities, timelines, roles and responsibilities, resources, risk management, monitoring and evaluation, and budgeting. To reinforce your understanding and prepare for actual work plan development, please proceed to the Self-Check. This will help you evaluate your grasp of the key components and ensure you are confident in applying them.

Self-Check Quiz: Learning Material 4.1.2: Key Components of the Multiplier Training Work Plan

Before moving on to the Operation Sheet for Preparing a Work Plan for a Multiplier Training, take a few minutes to complete the **Self-Check**. This activity will help you reflect on what you've learned and assess your readiness to proceed.

Instructions:

Answer the Self-Check Quiz for Learning Material 4.1.2: Key Components of the Multiplier Training Work Plan

-  Link for Self Check: <https://forms.gle/jHAMzvnX3Q5uwJkMA>
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**End of Learning Material 4.1.2:
Key Components of the Multiplier Training Work Plan**

Operation Sheet 1 : Preparing a Work Plan for a Multiplier Training

Before moving on to the next learning topic, take a few minutes to draft a **Work Plan for a Multiplier Training**. This activity will help you reflect on what you've learned and assess your readiness to proceed.

Instructions in Accomplishing the Multiplier Training Work Plan Operation Sheet:

1. Download or make a copy of the Operation Sheet using the link below.
2. Review the worksheet carefully — it includes key components to guide your Work Plan preparation.
3. Complete the Work Plan by filling out the required fields based on your understanding of the learning material.
4. Save your completed worksheet for your records.
5. Submit your draft Work Plan as a PDF file during the synchronous session, using the submission link provided after the discussion of 4.2: Preparing the Budget Proposal for the Multiplier Training and Terms of Reference for the Multiplier Training.

Instructions for Collaboration:

- **Regional CBTVET Officer:** Lead the preparation of Multiplier Training Work Plan using the operation sheet (template) provided.
- **Provincial CBTVET Officers:** Collaborate closely with your regional CBTVET Officer to complete the Multiplier Training Work Plan using the Operation Sheet provided.
- Ensure that your final draft reflects input and agreements from both regional and provincial levels before submission.

Download or make a copy of the Operation Sheet here:

-  [Operation Sheet 1: Preparing a Work Plan for a Multiplier Training](#)

**End of Learning Topic 4.1:
Preparing the Multiplier Work Plan**