

GUIDE TO HOSTING A PATIENT EDUCATION TRAINING COURSE

GETTING STARTED

Contact the ENP Coordinator in your country
 Review all existing toolkits and resources
 Set up communication/social media channels

Contact Funders



Form partnerships to develop course content. Campaign and apply for funding and/or logistic support.

Adapt & Develop Course Content



Form editorial board/working groups to translate / create / adapt content for target audience & national context.

Call for Applicants



- Advertise the course (website, social media, mailing lists)
- Invite expressions of interest
- Develop online application form accompanied by clear information on course content, application process, timing

Evaluate Applicants



- Develop evaluation template
- Form evaluation panel
- Run the evaluation
- Select applicants

Preparing to run the Course

Prepare codes of conduct & confidentiality agreements
 Develop online materials with content partners
 Define technical requirements
 Prepare student handbook
 Logistics for virtual & face-to-face sessions
 Test & launch online access of materials
 Collect student profiles

AFTER THE COURSE

Graduation & Course Wrap-up



- Prepare a graduation ceremony including content funders, partners & mentors
- Media coverage
- Graduation certificates

Follow-up with graduates



- Encourage graduates to engage with their ENPs
- Survey graduates feedback