

01

FICSA Training Catalogue

02

(Optional) FICSA Training Fund Guidelines
(Optional) FICSA Secretariat logistical assistance
(eRegistration system)

03

Contact the FICSA Secretariat

How do I request to host or organize a

FICSA Training / Workshops

4

Rollout FICSA Training /
Workshop platform and course
content to support its Members

3

Explore Learning Platforms /
Learning Management Systems

2

Collaborate with experts &
trainers within and outside of
FICSA

1

Identify how we can improve
(Talk to you – the Members of
FICSA, and other stakeholders)

What is on the horizon?

Improving the FICSA Training / Workshop



1

FICSA Member (Organizer)

- Identify Training Needs ([Training Catalogue](#)).
- In-house or open workshop? Self-funded or using Training Fund?
- Use FICSA eWorkshop registration?



2

FICSA Secretariat

- Update training catalogue and negotiate fee with trainers
- Contact person with trainers
- Confirm / cancel workshop if quota not met



3

FICSA Trainers

- Update FICSA on latest offerings and fee structure
- Conducts training/workshop
- Prepares a report on the training/workshop
- Distributes feedback form after workshop



4

Participants

- Confirms interest in the workshop before the deadline
- Pays non-refundable fee after workshop is confirmed
- Spread awareness about the workshop



In-house training (own cost)

- FICSA Member hosts workshop only for own organization and not for other FICSA members, at own cost.
- Not eligible to use Training Fund.
- FICSA Secretariat will only assist to connect with Trainers.

Use of FICSA Training Fund



- Workshop open across all FICSA members.
- See [Training Fund guidelines](#).

Logistics support



- Provide access to the FICSA Member to the eWorkshop registration tool.
- Arrange logistics with the trainer based on the FICSA Member's needs.

Communication

- Focal point with trainers and FICSA Members
- Promotes the workshop via Comms and Social Media

MOU with FICSA

Trainers are encouraged to sign an MOU with FICSA

Updates

As course contents evolve, Trainers should keep FICSA Secretariat updated



Participant's Fees

Set by the **Organizer**.
In the past:

- Free or cost-recovery basis – FICSA Members
- Discounted – FUNSA Members
- Full fee - Others



Confirmation

Workshop registration will be open for 3 weeks for participants to express interest. If minimum seats are not reached, the workshop will be cancelled or postponed.