

Application Form for Training Workshop on Evidence-Informed Policy-Making		
	Responses	Other important information/comments
<b>Personal Information</b>		
Name		
Date of Birth		
Email		
Telephone		
<b>Education</b>		
PhD		
Masters		
Bachelors		
Other, please specify		
<b>Present Position</b>		
Job Title		
Unit		
Division		
Directorate		
Institution		
Duration in position?		
Describe policy-making role in current position		
<b>Computer Skills</b>		
<i>Rate your computer skills in the following (1-Poor, 2-Good; 3-Excellent)</i>		
MS-Word		
MS-Excel		
MS-PowerPoint		
MS-Access		
MS-Outlook		
Internet		
Search engines used and frequency of use		
<b>Your Job Responsibility</b>		
<i>Rate the frequency that you have to carry out the following tasks (1-Daily; 2-Once every week; 3-Once every month; 4-Rarely):</i>		
Search for research reports in the library		
Search for research reports on the Internet		

Access, analyze and use HMIS data		
Prepare summary of research findings from different studies		
Provide written technical advise to your manager/Head of Division or Directorate		
Prepare initial drafts of policy or program documents		
<b>Availability</b>		
Will you be available for a 1-week training		
<b>Motivation for Training</b>		
List 3 reasons why you want to participate in this training		
What skills and abilities do you hope to gain from this training?		
In no more than 200 words, explain how this training will benefit you in your work		