**Invitation to attend a 4 ½ Day Workshop on Evidence-Informed Policy-Making**

**From:**

**To:**

**Date:**

The [hosting/sponsoring organization(s)] invites you to 4 and ½ day residential training workshop on evidence-informed policy-making (EIPM) to be held in ……………from ………to (Dates). The training is being organized under the [relevant program, initiative, funding] with the overarching goal of strengthening technical capacity for increased consideration and use of research and other evidence in decision-making aimed at tackling development issues.

The main role of the training workshop is to equip mid-level policy-makers who have the responsibility of providing advice to top-level decision-makers and drafting policy and program documents, with knowledge and skills in understanding the context of public policy decision-making, searching of the research evidence and other information to inform decision-making, appraising the quality of the information, interpreting and synthesizing these evidence, and packaging it appropriately for use in decision-making. A unique aspect of the workshops is the post-training on-the-job technical assistance to participants to integrate learning into their day-to-day work and complete agreed upon tools or documents useful to their work.

The training workshop will cover the components in the table below.

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| **Module** | **Description** |
| Introduction | Provides an overview of the training course, its rationale, and helps participants and trainers get to know each other. |
| Module 1: Foundation of Policy-Making | Provides an understanding of the policy-making process, including the factors and actors influencing decisions; the role of evidence in the policy-making process; the barriers and facilitators of evidence use; and defining a policy question or issue. |
| Module 2: Accessing Evidence | Develops knowledge and skills for conducting systematic searches for evidence and assessing evidence sources, as well as establishing and maintaining meaningful links with researchers. |
| Module 3: Appraising Evidence | Builds on knowledge of how to assess the quality and rigor of research and other evidence before deciding to use it. It provides a basic review of various research designs and methodologies and the kinds of evidence they produce; critical appraisal of the strength of research articles and bodies of evidence; measures of strength.  |
| Module 4: Synthesizing Evidence | Develops knowledge and skills in determining the usability of evidence; synthesizing a wide range of evidence for decision-making; and developing effective policy briefs from the synthesized evidence. |
| Module 5: Applying Evidence | Builds understanding of the indicators of evidence use, and developing and implementing effective communication strategies.  |
| Wrap-Up | Brings the training to a close and presents the training support and follow-up plan for each learner.  |

Please confirm your participation in the training workshop to [name of contact] on [contact details].