

**BASIC BUSINESS SKILLS
COURSE FOR TRAINING
ADS OWNERS
Trainer's Guide**

Handouts



Sample Five-Day Training Schedule

Basic Business Skills Course for Accredited Drug Shop (ADS) Owners

Dates:

Venue:

Day 1

TIME	ACTIVITY	Duration
8:00-8:30 AM	Arrival and registration of participants	30 min.
8:30-8:40 AM	Welcoming remarks	10 min.
8:40-10:30 AM	General introduction to the course Pre-test	1 hr. 50 min.
10:30-10:45 AM	BREAK	15 min.
10:45 AM-12:05 PM	Background to ADS	1 hr. 20 min.
12:05-1:25 PM	Ethics, Laws, and Regulations	1 hr. 20 min.
1:25-2:05 PM	LUNCH	45 min.
2:05-2:45 PM	Module 1: Session 1	40 min.
2:45-3:00 PM	BREAK	15 min.
3:00-5:00 PM	Module 1: Session 2	2 hr.

Day 2

TIME	ACTIVITY	DURATION
8:00-8:15 AM	Arrival and registration of participants	15 min.
8:15-8:30 AM	Review of previous day	15 min.
8:30-9:00 AM	Module 1: Session 3	1 hr.
9:00-9:50 AM	Module 2: Sessions 1 and 2	50 min.
9:20-9:50 AM	Module 2: Session 3	30 min.
9:50-10:30 AM	Module 2: Session 4	40 min.
10:30-10:45 AM	BREAK	15 min.
10:45-11:55 AM	Module 3: Session 1	1 hr. 10 min.
11:55-12:55 PM	Module 3: Session 2	1 hr.
12:55-2:00 PM	LUNCH	1 hr 5 min
2:00-3:30 PM	Module 3: Session 2 (continued)	1 hr 30
3:30-3:50 PM	Module 3: Session 3	20 min.
3:50-4:00 PM	BREAK	10 min.
4:00-5:35 PM	Module 4: Session 1	1 hr. 35 min.

Day 3

TIME	ACTIVITY	DURATION
8:00-8:15 AM	Arrival and registration of participants	15 min.
8:15-8:30 AM	Review of previous day	15 min.
8:30-10:30	Module 4: Session 1 (continued)	2 hr.
10:30-10:45	BREAK	15 min.
10:45-12:45	Module 4: Session 1 (continued)	2 hr.
12:45-1:45	LUNCH	1 hr.
1:45-3:15	Module 4: Session 2	1 hr. 30 min.
3:15-3:30	BREAK	15 min.
3:30-4:30	Module 4: Session 2 (continued)	1 hr.
4:30-5:30	Module 5: Session 1	1 hr.

Day 4

TIME	ACTIVITY	DURATION
8:00-8:15 AM	Arrival and registration of participants	15 min.
8:15-8:30 AM	Review of previous day	15 min.
8:30-10:10 AM	Module 5: Session 1 (continued)	1 hr. 40 min.
10:10-11:20 AM	Module 5: Session 2	1 hr. 10 min.
11:20-11:30 AM	BREAK	10 min.
11:30-12:30 PM	Module 5: Session 2 (continued)	1 hr.
12:30-1:30 PM	Module 5: Session 3	1 hr.
1:30-2:30 PM	LUNCH	1 hr.
2:30-4:00 PM	Module 5: Session 3 (continued)	1 hr. 30 min.
4:00-4:15 PM	BREAK	15 min.
4:15-5:00 PM	Module 5: Session 4	45 min.
5:00-5:30 PM	Module 5: Session 5	30 min.

Day 5

TIME	ACTIVITY	DURATION
8:00-8:15 AM	Arrival and registration of participants	15 min.
8:15-8:30 AM	Review of previous day	15 min.
8:30-10:00 AM	Module 5: Session 6	1 hr. 30 min.
10:00-10:15 AM	BREAK	15 min.
10:15-11:40 AM	Module 6: Session 1	1 hr. 25 min
11:40-12:40 PM	Module 6: Session 2	1 hr.
12:40-1:40 PM	LUNCH	1 hr.
1:40-3:10 PM	Module 6: Session 3	1 hr. 30 min.
3:10-3:30 PM	BREAK	20 min.
3:30-4:00 PM	Module 6: Session 4	30 min.
4:00-5:15 PM	Post-test Plenary discussion Course evaluation	1 hr. 15 min.
5:15 PM	Tea and departure	

Sample Session/Module Evaluation Form

Please spend a few minutes filling in this form. Do not write your name on the sheet.

1. What was the most useful part of this session/module? Please indicate reasons for your response.

2. What didn't you find particularly useful? Please indicate reasons for your response.

3. What recommendations do you have for the training organizers, in general, and for the just-concluded session/module?

4. What additional recommendations or observations do you have?