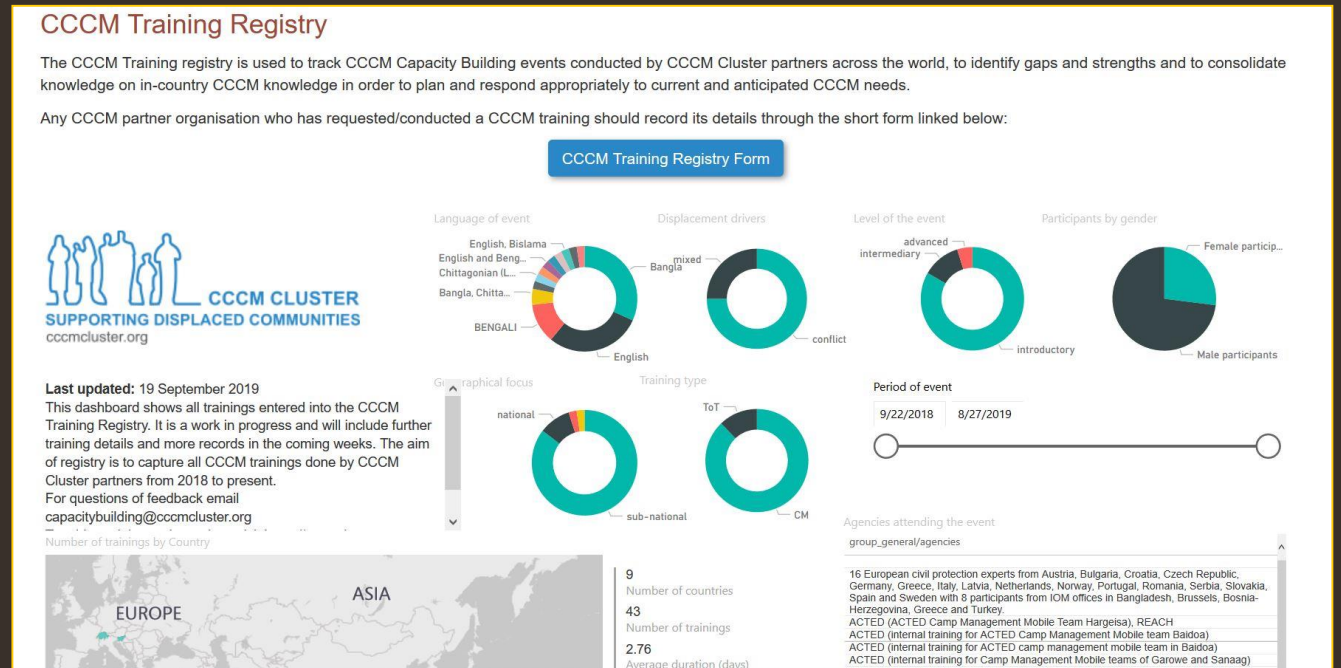# CCCM training registry

Questions (and answers) about how to use the training registry

What is the CCCM training registry?

- The purpose of the CCCM training registry is to find out what kind of face to face capacity building is being conducted in operational and preparedness settings?

- Knowing what training is taking place can help the global cluster know how to proactively plan capacity building support.

"Is there a required minimum training duration to register learning events on the training registry?"

No. all kinds of training and learning events can be recorded on the registry.

"Can I register internal training and learning events that I facilitate for my Camp management team? "

Yes. Knowing which training has taken place where is useful.

"What if the CCCM cluster is not activated where I am working, can I still use the training registry?"

Yes, you can use it even if cluster isn't activated. If you are working in a "non-Cluster" country, the coordination mechanisms is captured when you register your event.

"Can I register training that is different than what is in the global CCCM training package?"

Yes. Please indicate the training topic when you register your event.

"Can I register training if I used an adapted and contextualized version of the Global CCCM training package?

○ Yes, and please share those with us, so we can include them in the country level pages of the global website.

"Can I register a workshop done to create or review internal strategy or action plan?"

Yes. Please indicate the training topic and the option "**validation or development of good practice, material**" under the section "**how will the participants apply their learning?**"

"Can I register Training of Trainers in the Training registry?"

○ Yes. Please select the ToT options under the section "Training type" in the training registry

"What documents should I submit when I register a learning event on the training registry?"

After you registered the event, please ensure that the participant list is emailed to **capacitybuilding@cccmcluster.org.**

For questions and feedback on the training registry please email

capacitybuilding@ccccmcluster.org