

| Day One | | The European Union and Election Observation | |
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| Start Time | End time | Training Activity | |
| 9:30 | 9:40 | Introduction to the Course (Welcome, Housekeeping and Materials) | |
| 9:40 | 10:10 | Who are you? | |
| 10:10 | 10:25 | Course Objectives and Agenda | |
| 10:25 | 10:45 | Course Code of Conduct | |
| 10:45 | 11:00 | Break | |
| 11:00 | 11:30 | Introduction to The European Union | |
| 11:30 | 12:00 | Crafting an aide-memoire | |
| 12:00 | 12:30 | Why have elections? | |
| 12:50 | 13:50 | Lunch | |
| 13:50 | 14:50 | Visit to European Commission | |
| 14:50 | 15:05 | Walk back to NEEDS | |
| 15:05 | 15:30 | International Standards and Declaration of Principles on International Election Observation | |
| 15:30 | 16:00 | Who are the observers? | |
| 16:00 | 16:20 | Break | |
| 16:20 | 16:50 | Nature of Election Observation/Pros and Cons | |
| 16:50 | 17:20 | Introduction to ACE | |
| 17:20 | 17:30 | EU EOM Media Policy | |
| 17:30 | 18:00 | Media interview roleplay | |
| 18:00 | 18:20 | End of Day Quiz | |
| 18:20 | 18:30 | Evaluation/Conclusion | |
| | | Per Diem distribution | |
| 19:30 | 21:00 | Informal Welcome Drink | |

| Day Two | | EU Election Observation Missions and Being an LTO |
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| Start Time | End time | Training Activity |
| 9:30 | 9:35 | Welcome and Housekeeping |
| 9:35 | 9:50 | Energiser: How observant are you? |
| 9:50 | 10:20 | The Legal Framework for Elections |
| 10:20 | 10:50 | The Election Cycle |
| 10:50 | 11:10 | Observation and Technical Assistance |
| 11:10 | 11:20 | Break |
| 11:20 | 12:20 | Election Systems |
| 11:35 | 12:05 | EU EOM Calendar of Events |
| 12:05 | 13:05 | Lunch |
| 13:05 | 13:20 | Energiser: Reading Instructions |
| 13:20 | 14:20 | LTO: Role and Responsibilities and Phases of Work |
| 14:20 | 15:05 | Interviewing style and content |
| 15:05 | 15:25 | Break |
| 15:25 | 16:10 | LTO Engagement with interlocutors: Roleplay-LTO visit |
| 16:10 | 16:40 | CT: Relationships and Challenges |
| 16:40 | 17:10 | Break |
| 17:10 | 17:40 | Developing Codes of Conduct |
| 17:40 | 18:20 | EU EOM Code of Conduct |
| 18:20 | 18:30 | Explain homework assignment |
| 18:30 | 18:45 | Evaluation and Conclusion |

| Day Three | | Gathering Information and Reporting |
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| Start Time | End time | Training Activity |
| 9:30 | 9:35 | Welcome and Housekeeping |
| 9:35 | 9:50 | Energiser on Language |
| 9:50 | 10:35 | Common Cultural Scenarios in EU EOMs |
| 10:35 | 11:35 | Gathering Information and planning your work |
| 11:35 | 11:55 | Break |
| 11:55 | 12:25 | Calendar planning overview |
| 12:25 | 12:55 | Political Rally Scenarios |
| 12:55 | 13:25 | Reporting: Weekly, rally, spot, End of Mission |
| 13:25 | 14:25 | Lunch |
| 14:25 | 14:40 | Energiser |
| 14:40 | 15:25 | Best Practice Examples |
| 15:25 | 15:55 | Good reporting techniques |
| 15:55 | 16:15 | Break |
| 16:15 | 17:15 | Practice session |
| 17:15 | 17:35 | Joint evaluation |
| 17:35 | 17:45 | Homework assignment |
| 17:45 | 18:00 | Evaluation and Conclusion |

| Day Four | | Team Work and Management |
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| Start Time | End time | Training Activity |
| 9:30 | 9:35 | Welcome and Housekeeping |
| 9:35 | 9:50 | Ice-breaker: Teamwork |
| 9:50 | 10:25 | The Role of a Short Term Observer |
| 10:25 | 11:10 | LTO relationship to STOs |
| 11:05 | 11:20 | Break |
| 11:20 | 11:50 | Preparing a Regional Briefing Pack and organising the briefing |
| 11:50 | 12:20 | Working with local staff |
| 12:20 | 13:00 | Observation Forms - the method behind them |
| 13:00 | 14:00 | Lunch |
| 14:00 | 15:30 | Consolidation Exercise |
| 15:30 | 15:50 | Break |
| 15:50 | 16:35 | Participant conflict experience |
| 16:35 | 16:50 | The importance of listening in communication |
| 16:50 | 17:35 | Teamwork |
| 17:35 | 17:50 | Break |
| 17:50 | 18:30 | LTO Evaluation |
| 18:30 | 18:40 | Evaluation and Conclusion |
| 20:00 | | LTO Dinner |

| Day Five | | Safety and Logistics |
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| Start Time | End time | Training Activity |
| 9:30 | 9:35 | Welcome and Housekeeping |
| 9:35 | 10:05 | Role and Responsibility of Implementing Partner |
| 10:05 | 10:20 | Break |
| 10:20 | 11:50 | Safety and Security on the ground |
| 11:50 | 12:50 | Lunch |
| 12:50 | 14:20 | Safety and Security continued |
| 14:20 | 14:50 | Break |
| 14:50 | 15:05 | Field Equipment overview |
| 15:05 | 16:05 | GPS, SATPhone, BGAN, Radio |
| 16:05 | 17:05 | Outdoor orientation |
| 17:05 | 17:30 | Handing in equipment |
| 17:30 | 17:45 | Break |
| 17:45 | 18:30 | Final Questions |
| 18:30 | 19:00 | Closing Remarks and Certificates |