

## Day One

Start	End	Monday 14 September - Training Activity
9:00	9:15	Introduction to the Course (Welcome, Housekeeping and Materials)
9:15	10:30	Who are you?
<b>10:30</b>	<b>10:45</b>	<b>Break</b>
10:45	11:00	EU EOM Calendar of Events
11:00	12:00	Introduction to The European Union
12:00	12:45	Crafting an aide-memoire
12:45	14:15	<b>Walk to Charlamagne and Lunch</b>
14:15	15:15	Visit to European Commission
15:15	15:30	Walk back to NEEDS
<b>15:30</b>	<b>15:45</b>	<b>Break</b>
15:45	17:15	International Commitments and the Declaration of Principles on International Election Observation
17:15	17:30	End of Day Quiz
17:30	17:40	Evaluation/Conclusion
<b>18:00</b>		<b>Informal Welcome Drink</b>

## Day Two

Start	End	Tuesday 15 September - Training Activity
9:00	9:05	Welcome and Housekeeping
9:05	9:20	Energiser: Name Circle
9:20	10:20	The Legal Framework for Elections
10:20	11:20	Electoral Administration
<b>11:20</b>	<b>11:40</b>	<b>Break</b>
11:40	13:00	The Electoral Cycle
13:00	14:00	<b>Lunch</b>
14:00	14:15	Stick Exercise
14:15	15:15	LTO: Role and Responsibilities and Phases of Work
15:15	15:45	Core Team: Relationships and Challenges
<b>15:45</b>	<b>16:00</b>	<b>Break</b>
16:00	16:20	Interviewing style and content
16:20	17:20	LTO Engagement with interlocutors: Roleplay-LTO visit
17:20	17:25	Explain homework assignment
17:25	17:30	Evaluation and Conclusion

## Day Three

Start	End time	Wednesday 16 September - Training Activity
9:00	9:05	Welcome and Housekeeping
9:05	9:20	Energiser: how observant are you?
9:20	9:50	Role and Responsibility of Implementing Partner
9:50	10:30	LTO Evaluation
<b>10:30</b>	<b>10:45</b>	<b>Break</b>
10:45	12:00	Gathering Information and planning your work
<b>12:00</b>	<b>13:00</b>	<b>Lunch</b>
13:00	13:20	Calendar planning overview
13:20	14:20	Political Rally Scenarios
14:20	14:45	Reporting: Weekly, rally, spot, End of Mission
<b>14:45</b>	<b>15:05</b>	<b>Break</b>
15:05	15:20	Energiser: WAR
15:20	16:20	Best Practice Examples
16:20	17:20	Good reporting techniques
17:20	17:25	Homework assignment
17:25	17:30	Evaluation and Conclusion

## Day Four

Start	End	Thursday 17 September - Training Activity
9:00	9:05	Welcome and Housekeeping
9:05	9:20	Energiser: Teamwork
9:20	9:55	The Role of a Short Term Observer
9:55	10:40	LTO relationship to STOs
10:40	11:00	<b>Break</b>
11:00	11:30	Preparing a Regional Briefing Pack and organising the briefing
11:30	12:00	Working with local staff
12:00	12:40	Observation Forms - the method behind them
12:40	13:40	<b>Lunch</b>
13:40	15:10	Consolidation Exercise
15:10	15:30	<b>Break</b>
15:30	16:30	Participant mid-course evaluation feedback
16:30	17:30	Teamwork
17:30	17:35	Evaluation and Conclusion
<b>19:30</b>		<b>LTO Beginners Dinner</b>

## Day Five

Start	End	Training Activity
9:00	9:05	Welcome and Housekeeping
9:05	9:20	Energiser: how good are your reflexes
9:20	10:40	Common Cultural Scenarios in EU EOMs
10:40	11:00	<b>Break</b>
11:00	11:15	EU EOM Media Policy
11:15	12:15	EU EOM Code of Conduct
12:15	13:15	<b>Lunch</b>
13:15	14:45	Safety and Security in the field
14:45	15:00	<b>Break</b>
15:00	15:15	Field Equipment overview
15:15	16:15	GPS, SATPhone, BGAN, Radio
16:15	17:15	Outdoor orientation
17:15	17:25	Handing in equipment
17:25	17:45	Final Questions
17:45	18:00	Closing Remarks