

INASP Grant Workshop for ESSA: Report

For Grant Proposal Writing Workshop for Africa-Based Foundational Learning Researchers Held on 22nd – 25th July 2024 at Ange Hill Hotel, Accra, Ghana



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1. Introduction

This blended learning training was designed by INASP to provide tailored training on grant proposal writing to a group of Foundational Learning (FLN) researchers. The in5-person four-day workshop was supplemented by a live online introduction session and a four-unit online course. An opportunity to receive post-workshop feedback on draft proposals was also offered to the participants.

The <u>live online introduction session</u> was hosted one week before the workshop, which was attended by more than 20 participants. This allowed everybody to meet each other and the facilitators online, learn more about the course agenda, and ask questions. We also introduced pre-workshop tasks, including the elevator pitch exercise.

To maximise learning from this training we also provided participants with special access to our four-module online grant writing course. This course was introduced a number of weeks before the workshop to serve as a self-study introduction/refresher on proposal writing basics, and to reinforce learning on some of the more advanced topics we introduced in the workshop. The course also had a space for electronic copies of workshop slides and materials: https://learn.inasp.info/course/view.php?id=381.

A pre-workshop survey allowed us to learn more about the participants' needs, and tailor the workshop. We picked our facilitation team based on their experience in adult facilitation skills and training for proposal writing. One of the facilitators was an education specialist but did not have recent experience in foundational learning. Therefore, we designed a workshop that would utilise the existing skills and experience of the participants (in line with adult learning theory) and provide opportunities for collaboration and peer learning. We also updated our existing workshop materials to include examples from education projects and proposals, and found sample Requests For Proposals (RFPs) from Spencer Foundation, IDRC KIX and uBoraBora, to reinforce the learning and share with participants.

2. Summary of results

- Feedback from the post-workshop survey was overwhelmingly positive, with nearly all participants rating
 the workshop as 'excellent' or 'very good', either meeting or exceeding expectations, reporting that
 the content was relevant to their work, and that their skills and knowledge had significantly improved
 through the workshop.
- Further analysis using the pre- and post-workshop survey showed that confidence in key topics had **risen significantly** by the end of the workshop, by an average of **67.5%**.
- Participants were happy with all elements of the workshop, with the workshop dates scoring **4.27** out of 5, the venue **4.14**, the learning materials **4.23** and the facilitators **4.55**.
- Participants reported that they were either satisfied or very satisfied with networking opportunities.
- The only critiques were that the training was slightly too short, and the readability of some of the workshop handouts
- Our facilitators enjoyed delivering the workshop and working with the researchers, who were extremely engaged, and with plenty of skills and experience to enhance a participatory learning experience.
- The participants particularly enjoyed the sessions on the elevator pitch, CVs, GANTT charts, budgeting, and Artificial Intelligence.
- In future workshops we will recommend an additional day, to provide more time for important practical activities, and also more time to discuss some more advanced topics. We would recommend that participants are selected who have a similar level of experience.
- Participants were engaged with the online course element, and most completed the first half of the course before the workshop, as recommended. They found it useful as a refresher course, and providing grounding in the key topics.
- Most participants completed the whole online course and gained an additional digital certificate



3. Post-workshop survey results

A pre-workshop survey was completed by 24 participants via SurveyMonkey, which provided us with important demographic information, experience level and expectations for the workshop. We also collected information on confidence levels for key themes in the workshop. A post-workshop survey was shared with the participants at the end of day four, and 22 participants completed it. Two people started the survey but did not complete it.

The overall results are as follows:

Q: Gender

Thirteen women, ten men and one person who chose 'prefer not to say' completed the survey.

Q: Overall, how would you rate the workshop?

Excellent	10
Very good	11
Good	1
Fair	0
Poor	0
Very poor	0

Q: Please explain the reason for your choice in the question above

- The sessions were engaging and participatory.
- I have learnt enough specifically using the AI, customize the CV and how to write a persuasive grant proposal.
- Well organized, presenters were resourceful, and respectful. Time management was also good.
- The material was clear, the content was very understandable and simple [and] the methods were engaging
- It has exceeded my expectations. The content, the form, the facilitators were all on point
- I am satisfied with the workshop because I learnt what I did not know, writing grant proposal. The content of the workshop met my expectations.
- I am a student and beginner. The workshop has exposed me to many things that can help me to write my PhD proposal.
- It was good because most of my expectations were met
- The facilitations were participatory and practical. You rarely experience hands-on workshops of this nature these days, so it was a great learning experience for me.
- The facilitators did well by leading participants to discuss topics. They were patient and very friendly. However, the duration for the workshop was a bit short; it could have been conducted in phases. The reason is, some of us were very new to grant proposal writing and we need to engage with the materials provided for some time to get it.
- Space for practice is insufficient.



- Quality of support of the training and materials, accommodate and hospitality, ambience.
- Well organised, useful resources/ content shared, facilitators were good, well engaged, practical oriented.
- Lots that was learnt.
- Because the organising committee and facilitators did their job well.
- 1. Transformed of perceptions about approaching project calls. I am now confident to do it regardless of the funder. 2. Use of AI as a supporting tool in my academic activities, I am now confident and sure of using it. 3. Be exposed to people who will indeed remain to be part of my research team in Africa. Also, being confident of forming research collaboration out of the region.
- Well organized, good time management, relevant training materials.
- The facilitators were knowledgeable and were able to deliver as expected. Time was well kept. Accommodation as well as feeding was adequate. Every aspect of the workshop was handled excellently, hence my choice.
- Key areas of grant proposal writing were discussed in detail. The online course provided very useful background for the in-person discussions during the training.
- A lot of revealing things about grant writing as a beginner.
- Very insightful. Learnt a lot from this workshop.
- I have loved so much the interactive training/learning sessions.

Q: To what extent were your expectations for the workshop met?

Exceeded expectations	7
Met expectations	15
Below expectations	0

Q: What was your view on the duration of the workshop?

Too long	0
Just right	15
Too short	7

Q: Please indicate your level of agreement with the following statement: Overall, the workshop content was relevant to me and my work.

Strongly agree	20
Agree	2
Neutral/Neither agree nor disagree	0
Disagree	0
Strongly disagree	0



Q: Please describe how you plan to make use of the networking opportunities created during the workshop in your future work and research.

- Collaborate with other researchers in my area of interest.
- I have the addresses of colleagues. I plan collaboration in proposal development for cross-country research projects, conference participation, exchange of resources, etc.
- This will be helpful for my grant and scholarship proposal writing.
- We have started collaborations on some works and research.
- We will build on the connections to do future collaborations. Already I have a group working on a joint proposal.
- The network will be essential for my future projects. Now it is possible to account on the other participants of the workshop to review my upcoming projects and to send RFP to me.
- I have developed links that can help me request for literature on FL situation in other countries in Africa. I will build this network to turn my PhD thesis into a proposal to affect the innovation I am proposing in the PhD.
- We formed a grant proposal group made up of members from three countries and we have already started working on an identified grant proposal application. Also, I am going to educate my faculty on the knowledge and skills gained from this workshop to put the ideas into practice.
- I have decided to contact participants who are well knowledgeable in grant writing and in my area of research to include me on their teams whenever they are responding to calls. I also intend to invite them whenever I come across a call.
- The workshop has already given me the confidence to go into the grant space with such clarity on the stages/processes and quality assuring my work. I am therefore looking forward to pursuing several research grants to realise my dreams around education.
- I head policy research at my institution, and it involves writing grants.
- Started working on a call, we have formed a group to keep on working and communicating and sharing opportunities.
- Grant seeking, training, supervision.
- Trying out multi-country grant opportunities.
- Link up the experienced colleagues who participated in the workshop.
- I have managed to get some email addresses of most workshop attendees. We have also formed one team of members from five African countries and developed a research proposal concept note. I hope we will be in touch and continue work on it and more. We will be also sharing useful issues regarding to RFP, training and the like.
- I would collaborate with other researchers through various means like email and social networks.
- The network opportunities will be useful for me in collaborative grant writing and equally working with colleague participants in brainstorming on calls before engaging in proposal writing.
- I have already made contacts with other participants and looking forward to collaborating on areas of interest to us. Again, it has encouraged me to seek grants to work on my PhD as well.
- Collaboration on grant applications.
- Currently working with some teams to write a research proposal to potential funders.
- I will identify those close to my areas of inquiry and the rest of the team to form my continual learning ecosystem.



Q: How satisfied were you with the networking opportunities provided?

Very satisfied	13
Satisfied	9
Neutral	0
Unsatisfied	0
Very unsatisfied	0

Q: How would you now rate your overall skills in grant proposal writing, compared with before the workshop?

Significantly improved	17
Moderately improved	5
Slightly improved	0
Not improved	0

Q: How would you now rate your overall knowledge and understanding of grant proposal writing, compared with before the workshop?

Significantly improved	18
Moderately improved	4
Slightly improved	0
Not improved	0

Q: (Pre-workshop survey) – How confident do you feel in the following topics? (n=24)

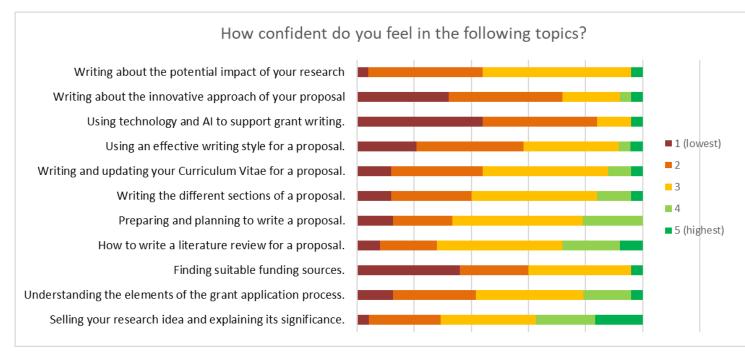
					5
	1 (lowest)	2	3	4	(highest)
Selling your research idea and explaining its significance	1	6	8	5	4
Understanding the elements of the grant application process	3	7	9	4	1
Finding suitable funding sources	9	6	9	0	1
How to write a literature review for a proposal	2	5	11	5	2
Preparing and planning to write a proposal	3	5	11	5	0
Writing the different sections of a proposal	3	7	11	3	1
Writing and updating your Curriculum Vitae for a proposal.	3	8	11	2	1
Using an effective writing style for a proposal	5	9	8	1	1
Using technology and AI to support grant writing	11	10	3	0	1
Writing about the innovative approach of your proposal	8	10	5	1	1
Writing about the potential impact of your research	1	10	13	0	1



Q: (Post-course survey) - How confident do you now feel in the following topics? (n=22)

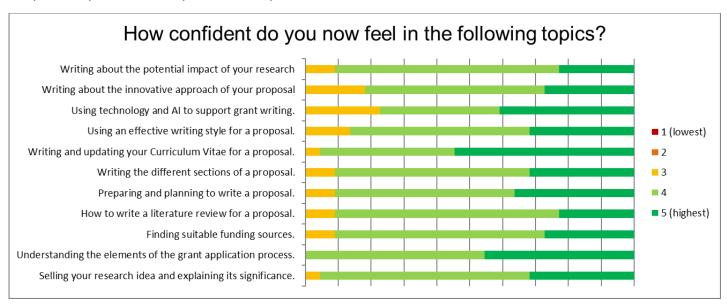
	1 (lowest)	2	3	4	5 (highest)
Selling your research idea and explaining its significance	0	0	1	14	7
Understanding the elements of the grant application process	0	0	0	12	10
Finding suitable funding sources	0	0	2	14	6
How to write a literature review for a proposal	0	0	2	15	5
Preparing and planning to write a proposal	0	0	2	12	8
Writing the different sections of a proposal	0	0	2	13	7
Writing and updating your Curriculum Vitae for a proposal	0	0	1	9	12
Using an effective writing style for a proposal	0	0	3	12	7
Using technology and AI to support grant writing	0	0	5	8	9
Writing about the innovative approach of your proposal	0	0	4	12	6
Writing about the potential impact of your research	0	0	2	15	5

Graphical representation - pre-workshop confidence





Graphical representation - post-workshop confidence



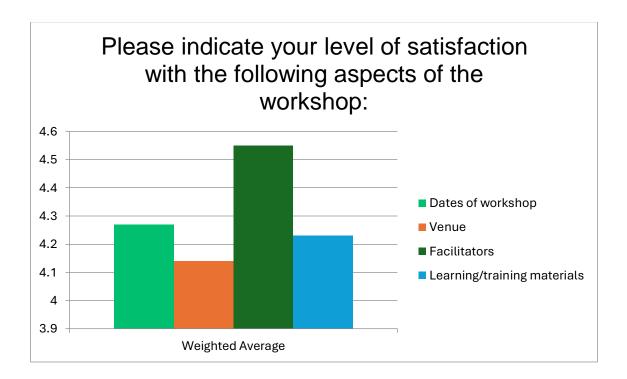
Confidence increase across topics

Tania	Pre workshop	Post workshop	%
Topic	score	score	improvement
Selling your research idea and explaining its significance.	3.21	4.27	33.2
Understanding the elements of the grant application process.	2.71	4.45	64.5
Finding suitable funding sources.	2.12	4.18	97.3
How to write a literature review for a proposal.	3.00	4.14	37.9
Preparing and planning to write a proposal.	2.75	4.27	55.4
Writing the different sections of a proposal.	2.68	4.23	57.7
Writing and updating your Curriculum Vitae for a proposal.	2.60	4.50	73.1
Using an effective writing style for a proposal.	2.33	4.18	79.2
Using technology and AI to support grant writing.	1.80	4.18	132.3
Writing about the innovative approach of your proposal	2.08	4.09	96.7
Writing about the potential impact of your research	2.60	4.14	59.1
Total	2.53	4.24	67.5



Q: Please indicate your level of satisfaction with the following aspects of the workshop:

	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very satisfied	Total	Weighted Average
Dates of workshop	1	0	0	12	9	22	4.27
Venue	0	1	3	10	8	22	4.14
Facilitators	1	0	0	6	15	22	4.55
Learning/training materials	1	1	0	10	10	22	4.23



Q: What immediate or short-term actions will you take as a result of participating in the workshop?

- Cascade the training back home at the university with a few mentees and then with my team at the non-profit. Also looking at hosting such in Nigeria or in my university to empower more.
- I am going to develop proposals on two topics of interest for next calls.
- Complete the online course and start applying that in the next proposal.
- The first action I will take is to finish my proposal I started to write thanks to my success in applying for this workshop.
- I am starting looking for grants and apply for.
- Start drafting my PhD proposal.
- I will read over my notes again and try responding to some calls.
- Put the knowledge and skills into action. We have already formed a writing group where every member has been assigned a task regarding the proposal we want to submit to the identified calls



- 1. Refining my existing research topics to align with funders' specifications.
 - 2. Develop other topics for future research.
 - 3. Report to my department and discuss opportunities to share knowledge and skills with colleagues at the workplace.
 - 4. Identify a team to work with.
 - 5. Introduce some of the content into courses I teach.
- Revise my proposal that did not win a grant and resubmit for funding.
- Pass over the knowledge to my colleagues at work.
- Push for collaborations with colleagues who attended the course.
- Will strongly look at for grants.
- Selling my ideas confidently.
- Initiating research ideas and searching for collaborations.
- Finish a grant proposal we have begun with colleagues, review my CV, finish up course in Moodle.
- Train others, write new proposals, work with ESSA.
- Writing a bankable grant.
- To write a grant proposal after I return back to my home country.
- In the short term I plan to organize a sharing opportunity in my university with colleagues and early career researchers.
- Have already put ideas down. These ideas would be researched and followed up with a proposal beginning this month.
- Apply for a grant, write it better, choose members smarter.
- Maintain network and keep in touch.
- I am now making a work plan to work on my proposals.

Q: How can we improve future events?

- Double the number; bring the funders and policy makers on the last day.
- Send out calls for funding that the resarchers can apply for, starting from \$10000 to \$75000.
- Continuous meeting (virtual), collaboration (especially information exchange), teaming up when appropriate, and exchange of references.
- Increase the support period for training participants from three to six months.
- Some tips: 6 days for the same workshop August can be a good moment for that.
- Use the networks created during this workshop to reach as many people as possible.
- Include Master's and PhD proposal grants training as part of the workshop.
- In future, the workshop could be organised in either for a longer duration or to meet beginners separately.
- Please extend the time to allow more practice, and change the venue for better services.
- I didn't find any issue with this one.
- Change the venue away from Ghana.
- Try to print slides rather than the tiny pdf documents which cannot easily be read.
- Training on AI needs more time; monitoring of knowledge and skill application of the workshop trainees after every six months; sending us more RFP and fundings and other related training alerts.
- Through collaboration and network.
- Look for the best venue, when planning for flights should not take a long route where there a non-stop flight can be used.
- Extend the period; Open your shared link for longer; Open an office in Kenya.
- More days, more practical work and more time for feedback.
- Just you may have five days for workshop.



- Sharing the facilitation slides immediately after each day's training to enable participants to do quick follow-ups each day to get ready for the next day's presentation. In case of issues not clearly understood, it will enable participants to raise them up as first things before the next day's activities commence.
- Maintain the standards. Don't lower it. Then Just like Andy did today with the Zoom presentation, having access to it ourselves enabled us to follow the discussion and also read the materials he posted.
- Come with several calls and members apply critic and send by the end of the workshop.
- Venue should be changed.
- You have really done it well.

NB: A download area was provided in the online course area, for participants to find copies of the slides and other materials, but this might not have been communicated clearly enough. Additionally, full slides will now be shared with the participants who had problems reading the handout versions, and those who are interested in running the training for their colleagues. On the final day, a technical error meant that the slides for the Al session were not available in hard copy format.

Q: What long-term actions will you take as a result of participating in the workshop?

- I am part of a team that is proposing a three-year grant. Also, I will try and train people if I can get the funding since I am in charge of research in my university.
- Creating knowledge hub, establishing research teams, and working on influencing policy makers in education.
- Maintain contact with network members to conduct cross-country studies.
- The long-term actions will be thanks to this workshop is to shape a team to improve research in the field of education in my country.
- I am thinking of co-creating (with the workshop members) long-term networks for long-term collaborations.
- To do a good PhD that will translate into a project. Try to train staff of my department on the relevance of grantsmanship and use of AI in academic writing and gathering materials for teaching.
- To train colleagues of my department who are interested in learning about grant proposal writing. I intend to also continue to write for grants to undertake projects.
- Continue to write proposals to related calls in my area with colleagues.
- 1. Introduce content into my lectures; 2. Support department research projects; 3. Apply to research grant I will win.
- Write more proposals. Share the knowledge learnt with colleagues in my university.
- Become an accomplished grant writer.
- Working in collaboration with members from the global north and south on various research activities to improve our education systems, especially foundational learning outcomes.
- Keep learning to master the process that I facilitate others, and searching for funders.
- At least obtain a grant.
- Contact ESSA forever; Read ESSA newsletters; Train my students and staff.
- To collaborate with other researchers in my country for improving foundational reading skills.
- Ensure I go for huge grants.
- Will look to bring my colleagues at the office up to scratch on what I have learnt. It will go a long way to help me create a strong team of researchers in order to collaborate for future impactful research.
- I envisage creating a regional consortium to help leverage on the skills from our region for enhanced feasibility.
- Win a grant, apply until I win, review and re-apply, co-share knowledge gained.
- Apply the knowledge gained to write winning proposals.
- I want to make a three-year plan to improve my research career.



4. Reflections from the INASP Facilitation team

The following are observations from the facilitation team, recorded from a post-workshop review:

What went well

- Participants were enthusiastic, ready to learn, got involved, made the sessions participatory.
- Being in the same hotel made it easy to access everybody.
- All participants were present at the start, eager and interested to learn, and continued conversations beyond the allocated time!
- People were particularly excited about elevator pitch activity.
- Organization of the content was appropriate to what we wanted to achieve each day. The elevator pitch
 fitted well with the purpose of the workshop particularly hearing other people's pitches triggered
 different thought patterns, and made them think outside of the box from academic writing.
- They were really interested in AI they enjoyed it. They were initially skeptical, but the presentation opened their eyes.
- People got into collaborative groups quite quickly on day two when we mentioned the funding opportunities. There were already five people working on a project and needed collaborators. By day three, people had automatically got into groups, and particularly according to the funding calls that we shared. They went beyond time with many collaborative discussions.
- Participants were really interested in the GANTT chart and budgeting activities.
- Everyone enjoyed the CV sharing activities lots of people had quite outdated or 'traditional' CVs, and this activity caused some lighthearted laughter from the participants, particularly in the 'CV exchange'.
- People were eager to network, even across countries. Facilitators tasked them to think about ways of maintaining this to keep the momentum going. Harriet has had follow-up emails from Rose who said they are having a virtual conversation a week later.
- Only one person wasn't in a group, but he wanted to focus on his own work.
- Participants appreciated us adapting the content rather than simply reading out PowerPoint slides.

Adaptations we made in the workshop

- We changed the original elevator pitch to 1-to-1 format as everyone appreciated being listened to. Ideas were heard by everybody, and this gave them confidence when everybody had the opportunity to speak.
- The more we got to know the participants, the easier it was to call on people for their own experiences, and we were able to leverage the experience in the room.
- We added some energizer activities after a request on day one. We got the participants to suggest their own activities, and this worked really well.
- Some people who were new to grant writing so wanted more time to look for opportunities. We suggested we would be looking at opportunities in later sessions, but they should use their own time (evening, writing time) to look for funding using some of the elements. We wanted to give them the clues to activate their own learning, rather than showing them exactly what to do.
- The examples that were discussed in the 'research agenda' exercise were high-level, so we tweaked the exercise by asking the policymaker in the room about whether there is an African agenda/national agenda, or political party agenda? We broke into groups to discuss policies and discovered that countries were duplicating policies. Some participants mentioned the push for competence measuring teaching and what it meant for foundational learning. We reflected on what the Gates education had presented on, and reflecting on trends, and the role of government and private sector and NGOs. The



- session didn't go exactly as originally planned, but we feel it triggered very useful reflection and context for the rest of the workshop.
- For stakeholder mapping, Harriet identified one of the experienced people to present on the topic of policymakers. This was an example of using the skills that are already in the house which sometimes can be more contextually valuable than the facilitators'.

What we would do differently next time

- There was a mixture of experienced and inexperienced participants. This meant that people were learning at a different pace, and some needed more time to practice and apply knowledge step by step to actually practice, whilst the more experienced participants wanted to push on. In future, we would recommend focusing on a similar experience level, or different cohorts.
- On day two, some participants said they needed more time for the group activities, more time for
 participants for hands-on work. We may have overloaded the day with too many in-depth activities.
 Some people wanted more time on budgets (which they caught up on the following day before starting
 the session), GANTT charts and writing.
- There were requests for more material and discussion about collaboration, and particularly international partnerships and North/South collaboration.
- In general, there were requests for more time on all activities, and 'concluding' the work they were doing.

 All of the topics in the workshop seemed relevant, but more experienced people were interested in topics such as stakeholder mapping, project management and budgeting.
- There was a lot of interest in communicating to policymakers, but we did not have enough time to cover this topic.
- In future we would recommend a five-day workshop for similar events, and try to build in some more time on practical activities on the above topics, depending on the experiences and needs of the group.

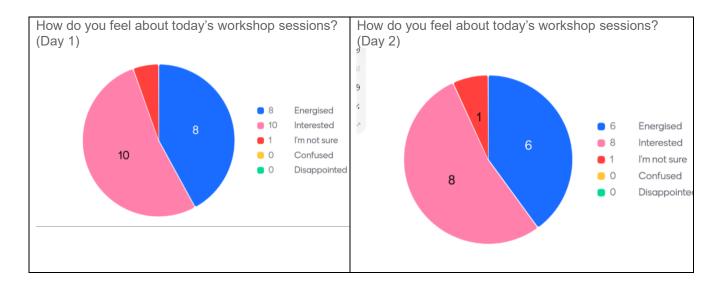
Administrative improvements

 In future events, INASP should consider providing associates with additional funds to cover ad-hoc administrative and printing tasks, in case facilities are not available on site (for example printing of workshop materials)



5. Feedback during the workshop

We created Menti surveys for the first three days to collect anonymous feedback as the workshop progressed. This found that engagement remained high, and that there were minor adjustments we could make, such as energiser activities. There was no feedback at the end of day three as everybody was too busy in group work!

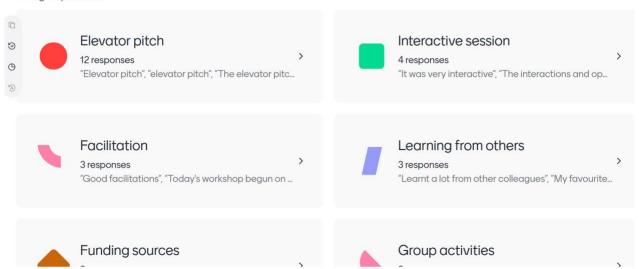


Favourite sessions

There was lots of positive feedback for the elevator pitch session, the facilitation, and interactivity of the sessions. People also enjoyed the CV session and GANTT chart activity in particular.

What was your favourite thing about today's work?

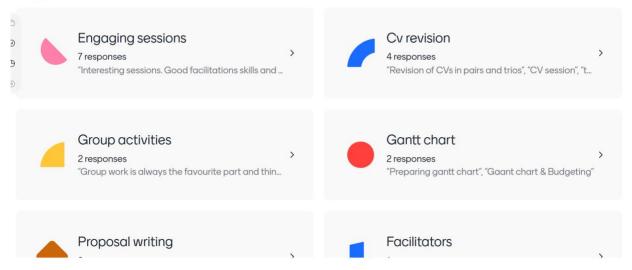
+; 9 groups found





What was your favourite thing about today's work?

+; 9 groups found

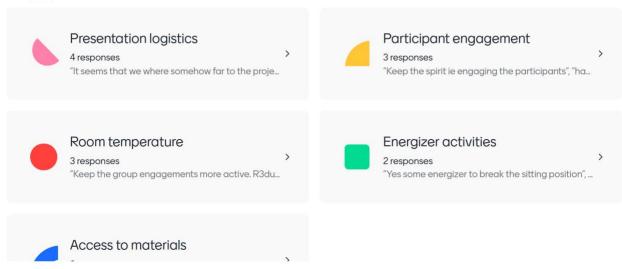


Feedback and adaptations

There was some criticism early on about engagement and energy, so we added some energiser activities as recommended by two participants, which seemed to improve the engagement in the room. There were also some logistical issues with air conditioning and language (related to the French participants).

Is there anything we can improve for tomorrow?

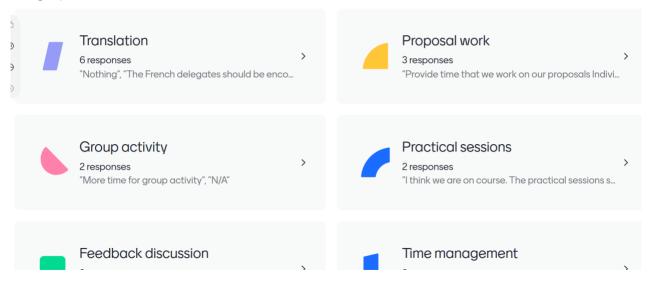
◆
 5 groups found





Is there anything we can improve for tomorrow?

* 8 groups found





6. Online course

In total, 20 participants completed the first two units of the course, as recommended by us before the start of the workshop; sixteen participants completed the full course*; thirteen participants completed the feedback form and reported that the course was useful, and appropriate for their professional, organisational needs and country context.

Selected quotes from feedback survey:

- The course provided essential tips to win funding.
- The course was a very good exposure for me regarding proposal writing and couching CV to suit the intended proposal. Before the course, I was using the same CV for all the grant proposals I have tried my hands on.
- Very useful in development of strong grant proposals more especially through collaboration and aligning the proposal to the funder's mission.
- Learnt a lot from this course.
- Very useful but I hope it could be tailored to my area of specialisation or grants from Africa or for African countries.
- No topic on AI.

There was also some feedback during the workshop that the online course had been useful to prepare for the workshop. Some feedback mentioned that the online course did not mention more advanced topics like AI and GANTT charts, and more examples of successful grants. The online course was designed as a general introduction, with the more discipline-specific content focused on in the in-person workshop, however, we will consider this feedback for future uses of the online course in blended learning.

*. As of 9/8, at least two participants have contacted us to say they have missed the deadline and asked for an extension.

7. Feedback on draft proposals

The participants had an opportunity to submit a draft proposal to receive feedback from the facilitation team, either as individuals or as collaborative teams. There were four submissions by the 8th August:

- Achieving Inclusive, Relevant And Accessible Basic Education In Nomadic Communities In Selected Countries In East Africa
- Effectiveness of a Technology-Based Character Development Program in Promoting Honesty among 5-9 years olds in Kenya, Zambia, Cameroon, Ghana, Tanzania and Uganda
- Capacity Building of Teacher Trainers on Integration of Sustainable STEM Education for Effective Implementation of the New Competency-Based Curriculum
- Onboarding Socio-Cultural and Pedagogical Factors into Policy to Drive Access, Equity and Quality of Basic Education in Turkana County; Kenya

These draft proposals will receive feedback from the facilitators in the coming weeks.



8. Closing remarks

Overall, we believe that the INASP Team were successful in achieving the objective of developing and delivering a high quality, tailor-made training in grant writing for African Foundational Learning researchers. The researchers increased their knowledge, skills and confidence in key grant writing topics, as well as confidence in communicating their research ideas. They were able to collaborate, apply new knowledge and make concrete next steps in the workshop, and we look forward to hearing about the research and project ideas that they had.

We also believe that we've captured important learning about how to improve and deliver this type of training again in the future, and adapt to different cohorts.

INASP has very much enjoyed working with ESSA to provide the workshops and we hope to continue working together in the future.