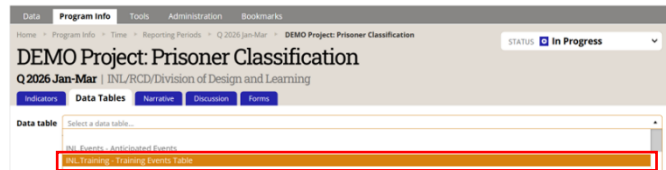
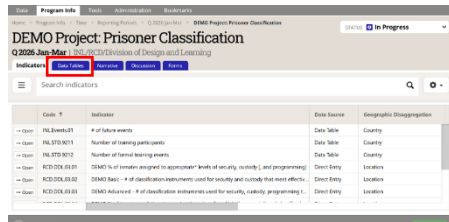


Quick Guide to Completing the Training Events Table

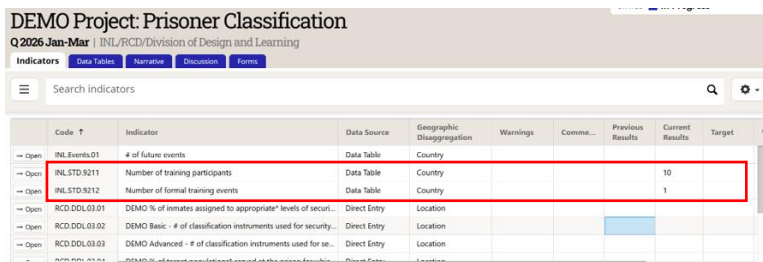
Summary: Fill out the Training Events table to report the number of training events completed and the number of training participants for those events.

Steps:

1. Ensure the training event appears in the Anticipated Events table in advance of the training. If missing, add the training event as a new row ([user guide here](#)).
2. After the training, navigate to the Training Events Table.



3. Add one row per training event.
4. In each row:
 - a. Select an event from the "Event Descriptor" column. This field is required. If you do not select an event, the training information will not populate on the indicator page, and your training numbers will not be included in the quarterly report.
 - b. Type in the number of male, female, and unknown sex participants that attended. The number of total participants will calculate automatically.
 - c. Type in notes about the event.
5. You will see the totals reflected in the following indicators:



Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	%
INL.STD.9211	Number of training participants	Data Table	Country				10		
INL.STD.9212	Number of formal training events	Data Table	Country				1		
RCD.DDL.03.01	DEMO % of inmates assigned to appropriate levels of security...	Direct Entry	Location						
RCD.DDL.03.02	DEMO Basic - # of classification instruments used for security...	Direct Entry	Location						
RCD.DDL.03.03	DEMO Advanced - # of classification instruments used for se...	Direct Entry	Location						

- INL.STD.9211 Number of training participants
- INL.STD.9212 Number of formal training events

NOTE: The Training Events Table is linked to the Anticipated Events Table. **You must add the event to the Anticipated Events Table before you can select it in the "Event Descriptor" column of the Training Events table.**

Selecting the event in the "Event Descriptor" column automatically populates key details about the event in the Training Events table, including name, topic, location, and dates. The linked table structure ensures that users do not have to enter the same information twice.