**Sample Invitation Letter**

*Print on letterhead*

<Date>

<Name of Delegate>

<Address>

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_

I am pleased to confirm your enrolment in the training course, ‘Childhood TB for Healthcare Workers’, which will be held on <day/date> from <start time> to <end time> in <city, province/state>. Directions (transportation details) to the course site are enclosed.

The objectives of the ‘Childhood TB Training for Healthcare Workers’ Training Course are for the delegate to be able to:

* Understand and describe the epidemiology of TB in children in their setting, including risk factors for infection and disease
* Identify especially vulnerable groups at risk of TB infection and disease
* Develop the clinical skills to detect and diagnose TB in children in a resource-limited setting, and discuss TB prevention mechanisms
* Develop plans of care for a variety of family circumstances and age groups
* Develop adherence strategies for treatment with medications in children
* Effectively communicate with children and their families to provide education about treatment, infection prevention, and for eliciting information for contact tracing
* Describe the national guidelines for the recommended regimens and dosages for the treatment of TB and for preventive therapy in children
* Describe the importance of registering all children treated for TB with the national TB program and to monitor treatment outcomes
* Support the implementation of community-based contact screening and management

Please note that at the start of the course, we will ask you to complete the ‘Childhood TB for Healthcare Workers: An Online Course’ prior to the facilitated course. This course was created by The Union in collaboration with the World Health Organization. The course consists of an interactive six-module curriculum designed for healthcare workers at the primary and secondary level of the healthcare system and covers how to diagnose, treat, and prevent childhood TB. <Provide instructions for completion of the course on one’s own or at a computer site with dates and deadlines. If the course is being completed on one’s own, provide a copy of the Participant Workbook with instructions for completion during the online course.>

<The remainder of the letter can be devoted to other appropriate matters such as: lodging, travel, expense reimbursement, dietary requirements or special needs, emergency message telephone number at course site, parking, etc.>

If you have any questions regarding the course, please feel free to call me at <telephone number> or contact me by email at \_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_. I look forward to your participation in the course.

Sincerely,

<Course Facilitator> OR <Course Coordinator> OR <Programme Manager>