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INTRAH

TRIP REPORT #0-18

Ray Baker, INTRAH Assoc. Dir., Admin

TRAVELERS: Chris Durham, INTRAH Finance Off.

James Williams, IHPS Staff

COUNTRY VISITED: NIGERIA

DATE OF TRIP: January 3-19, 1985

PURPOSE: To finalize subcontracts and to develop training program workplans with Imo, Kwara and Bauchi State representatives

DPS - 3031-C-008017

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EXECUTIVE SUMMARY

INTRAH representatives, Ray Baker, Christine Durham and IHPS representative James Williams traveled to Ilorin, Kwara State, Owerri, Imo State, and Bauchi City, Bauchi State with briefing and debriefing visits with the AID Affairs Officer in Lagos, Lagos State, Federal Republic of Nigeria from January 3 to January 19, 1985.

During this trip which was a follow-up to the needs assessment and project development visit described in Trip Report #0-6, the team developed subcontracts with the Ministries of Health in Kwara and Imo States and with the Health Management Board in Bauchi State. Accounts were opened at United Bank for Africa branches in all three states. The training program schedules were set in all three states, training program plans were clarified and outlines were developed for the implementation of the first session in each training program.

SCHEDULE DURING VISIT

January 3 Arrive in Lagos.

January 4 Visit Coopers & Lybrand, United Bank of Africa (UBA), and U.S. Embassy.

January 5 Briefing with AAO.

January 6 - 9 Travel to Kwara State for program discussions and contract development with Chief Health Officer, project training coordinator and members of program committee.

January 9 Return to Lagos.

January 10 - 13 Travel to Imo State for program discussions and contract development with Permanent Secretary, Health Commissioner, appropriate MOH staff, project training coordinator, and representatives from the Ministries of Planning & Economic Development and Finance.

January 13 Return to Lagos.

January 14 - 17 Travel to Bauchi State for program discussions and contract development with chairman of the Health Management Board, Chief Health Officer, training project coordinator, and members of MOH and HMB staff.

January 17 Return to Lagos.

January 18 Review banking procedures with Headquarters, UBA and debriefing with AAO/Lagos.

January 19 Depart Lagos.

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I. PURPOSES OF THE TRIP

1. Complete subcontract documentation with MOH of Kwara and Imo States and Bauchi State Health Management Board.
2. Arrange the best possible mechanism for transferring funds to each of the three states for support of project activities.
3. Insure that the program officer and coordinators in each of the three states are prepared to implement the program.
4. Complete arrangements for conducting the first training session in each state's program.

II. ACCOMPLISHMENTS

A. KWARA STATE

1. A 17 $\frac{1}{2}$ month cost-reimbursement contract (February 15, 1985 - July 31, 1986) at an estimated cost of \$173,281 U.S. was developed with the Ministry of Health.
2. A bank account was opened at the Ilorin branch of the UBA.
3. The INTRAH/IHPS team confirmed that the training coordinator, project director, and training project committee are in place.
4. The first training session was scheduled, a training site was committed and arrangements were made for implementation of the session.
5. The project was reviewed and modified by the addition of two service delivery sessions.
6. All activity dates were confirmed.

B. IMO STATE

1. An 18 month cost-reimbursement contract (March 1, 1985 - August 31, 1986) at an estimated cost of \$104,751 U.S. was developed with the Ministry of Health.
2. A bank account was opened at the Owerri branch of the UBA.
3. The INTRAH/IHPS team confirmed that the project director, program officer and coordinating committee are all in place.
4. Dates for program activities were set.
5. The training program schedule was revised.

6. The first two sessions were scheduled, sites were selected and confirmed, and arrangements were made for implementation.

C. BAUCHI STATE

1. An 18 month cost-reimbursement contract (March 1, 1985 - August 31, 1986) at an estimated cost of \$78,731 U.s. was developed with the Health Management Board, Bauchi State.
2. A bank account was opened at the Bauchi City branch of the UBA.
3. The INTRAH/IHPS team confirmed that the training coordinator and project director are in place.
4. Dates for project activities were set and alternative dates were proposed on the assumption that the subcontract does not have Health Management Board approval by February 1.
5. The first session was scheduled, the training site was committed and arrangements were made for implementation.

D. LAGOS

1. The team briefed the AAO and received concurrence for modified projects.
2. The fund transfer procedure was confirmed with Headquarters, United Bank for Africa.
3. Preliminary arrangements were made with Coopers & Lybrand for audits of subcontract financial records.

III. DESCRIPTION OF ACTIVITIES

A. LAGOS

The INTRAH/IHPS team discussed prospective training programs and subcontractual arrangements in Kwara, Imo and Bauchi States with Ms. Keys MacManus, AAO. She agreed with the team's suggested program modification to move the training of family planning service providers forward in the program schedules. Additional FP service provider workshops to the one proposed in each state's project document was also approved by the AAO. Ms. MacManus requested the team to ascertain the interest of Kwara and Imo States in the Contraception Update workshops for nurse-midwives recently proposed for 14 states in Nigeria.

B. KWARA STATE

The INTRAH/IHPS team met with Dr. David Olubaniyi, Chief Health Officer, who assembled selected members of the training committee to work with INTRAH/IHPS team. After an initial explanation of the purpose of this visit the group went through the draft contract in detail and agreed on its provisions, including the workplan.

After some minor changes in the language of the contract and adjusting dates to fit a more realistic schedule, the group agreed that an addition of two service delivery workshops would significantly assist them in achieving their goals of providing family planning services throughout Kwara State. The schedule for two additional workshops appears in the draft subcontract appended to this report.

Mrs. Florence Talusha, the FP project coordinator and Mr. Joseph Oyelola Soladoye, the training coordinator, showed the visiting team members possible training sites and accommodations for trainers. The first activity will be conducted at the Staff Development Center. Letters of request and confirmation to secure use of the facility for the first training activity (TOT/CHE) were written during this visit. The next two training activities (FP/ORT Curriculum Development & FP/ORT Service Delivery) will be held at the Staff Development Center as well. The Management, Supervision and Evaluation workshop, scheduled in August will be held at the Agricultural and Rural Management Training Institute (ARMTI). This institute is ideally constructed for in-service training but, unfortunately for UNC/MOH program, its facilities are fully booked throughout the academic year.

Accommodations for INTRAH/IHPS trainers will be at the Kwara State Hotel or the University of Ilorin guest house. The training coordinator will make appropriate reservations. Trainers are expected in Ilorin on February 28 to prepare for the TOT/CHE workshop with Mrs. Tolusha and Mr. Soladoye.

The training program committee members, Dr. Olubaniyi, Mrs. E. I. Adebayo, Mrs. F. A. Tolusha, Mrs. F. O. Shoyoola and Mr. J. O. Soladoye reviewed the proposed outline of the TOT/CHE workshop and agreed on the goals and objectives of the workshop. The outline is attached to this report as Appendix B.

Nomination and selection of participants is a lengthy process which was begun during this visit. Before the trainers leave the U.S. for Kwara State the training coordinator will have forwarded the names, positions and relevant experience of the participants to IHPS.

C. IMO STATE

The initial meeting with Mr. A. E. N. Izuwah, Permanent Secretary and Mrs. Bridgette C. Nwankwo, Health Commissioner and other members of the MOH established their satisfaction that the program was approved by INTRAH and USAID and the agenda for the remaining period of this visit was set to develop the contract, including the budget, and to review the first two sessions.

The first session is a Family Planning Policy Seminar which the Governor, Brigadier L. O. S. Nwachukwu plans to attend (see Appendix C for the seminar outline). An outline of the second activity (TOT/CHE) is also attached as Appendix D. The Policy Seminar will be held at the Concord Hotel and the TOT/CHE activity will be conducted at the School of Nursing. Both sites are in Owerri.

During discussions with the training coordinator, Mrs. Grace Ogbonna, Chief Health Officer, Dr. R. A. Eke, Senior Health Educator, Miss Agnes A. C. Ngumezi and others, the sequence of training activities was established, dates for each of the activities were set, goals and objectives for the first two activities were reviewed and agreed upon and logistical details for the first two activities were reviewed. The workplan can be found in the draft subcontract attached to this report.

Participants have not been chosen for either activity. Categories from which participants for the first activity will be drawn are included in the draft program outline (Appendix C).

D. BAUCHI STATE

The INTRAH/IHPS team met with Dr. Mahdi, the director of medical services and Dr. Iyasu Muhammed, chairman of the Health Management Board for initial discussions regarding the proposed project. The proposal had still not been officially approved and the subcontract had not been officially approved

by the time the INTRAH/IHPS team left Nigeria. The commissioner had been changed between the time of the first and second INTRAH/IHPS team visits and while the second team was in Bauchi, the permanent secretary was removed from office and a successor had not been named. While the political uncertainty made progress slower than in Kwara and Imo States, the team was able to open the bank account, develop a program budget, review the training program, add one Skills Delivery workshop to the project and outline the first training activity.

The proposed subcontract is attached. The outline for the initial activity is Appendix D.

Bauchi State MOH/HMB has not had the experience of working with a USAID contractor before this project. The first activity, Family Planning Program Development for senior MOH/HMB staff is important to establish credibility in the state and to develop firm plans for implementing the training program and for establishing the roles and posting of the program's graduates.

The first workshop site is at the School of Midwifery where a conference room and classroom have been made available for the purpose.

IV. FINDINGS AND CONCLUSIONS

A. KWARA STATE

- Ready to begin training and should proceed on schedule.
- Understanding of contract is apparent and no significant problems in use of resources and reporting is foreseen.

B. IMO STATE

- Ready to proceed with training program as scheduled.
- Initial workshop success is important for building community support and continuity of training program.

C. BAUCHI STATE

- Not as family planning oriented as Kwara and Imo States.
- Program planning skills are important outcome of the first workshop which will set the tone for the entire program.

V. RECOMMENDATIONS

- Service delivery staff need to be trained adequately and in large numbers; all states have ambitious goals for expanding FP services.
- INTRAH should be prepared for extended relationships with all three states.
- The three proposed subcontracts should be forwarded to AID for approval (see Appendices E, F and G).

NOTE:

The following appendices are rough draft outlines of training activities to be conducted in Kwara, Imo and Bauchi States. They were developed during discussions held between state training program committees and INTRAH/IHPS team members. Although they will guide the writing of training designs, they are not final training designs. Final designs will be written by the trainers responsible for conducting the activities.

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APPENDIX A

People Contacted

American Embassy - Lagos

Ms. Keyes MacManus	AAO/Lagos
Ms. Shitta Bey	Population Advisor, U.S. Embassy
Mr. Timothy R. Healey	Budget and Fiscal Officer

Coopers & Lybrand - Lagos

Mr. Brian W. F. Spence	Partner
Mr. A. Oluwoie Fadajutima	Partner
Mr. Toju Ejueyetchie	Audit Manager
Mr. T. Kukoyi	Business Services Manager

United Bank for Africa

Lagos

Mr. Sylvester S. Osobase	Assistant General Manager, Foreign Operations
Mr. S. O. Ibisi	Principal Manager, Multinational Department

Ilorin

Mr. Lanre Olorunnisola	Branch Manager
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Owerri

Mr. Tim Iwuagwu	Branch Manager
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Bauchi City

Mr. C. M. Gadzama	Branch Manager
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Kwara State - Ilorin

Mr. D. A. O. Abegunde	Permanent Secretary, MOH
Dr. David Olubanyi	Chief Medical Officer and INTRAH Project Director
Mr. Joseph Oyelola Soladoye	MOH Trainer and INTRAH Training Coordinator
Mrs. Florence Tolusha	Family Planning Project Coordinator
Mrs. Adebayo	Family Planning Project Supervisor
Mrs. Shoyoola	Family Planning Project Assistant Supervisor

Imo State - Owerri

Mrs. Bridgette C. Nwankwo	Health Commissioner
Mr. A. E. N. Izuwah	Permanent Secretary, MOH
Dr. R. A. Eke	Chief Health Officer
Mrs. C. N. Anosike	Ministry of Health
Mr. C. I. Chukukere	Chief Finance Officer, MOH
Mr. O. O. Obasi	Secretary for Administration, MOH

Mrs. Grace N. Ogbonna
Dr. S. N. Ugoji
Miss Agnes A. C. Ngumezi
Mr. E. O. Nwagure
Dr. G. U. Ottanu
Mr. F. L. Njere
Mr. B. N. Nwanju

Health Sister, Family Planning Project
Director of Health Services, MOH
Senior Health Educator, MOH
Ministry of Justice
Ministry of Financial and Economic Planning
Ministry of Health
Cabinet Office

Bauchi State - Bauchi City

Dr. Ilyasu Muhammed
Dr. Shehu Mahdi
Mrs. Ahmed
Mrs. P. Dogo
Mr. Bello Muazi

Chairman, Health Management Board
Director of Medical Services
Chief Health Sister
Family Planning Coordinator
Accountant

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APPENDIX B

TRAINING OF TRAINERS AND
COMMUNITY HEALTH EDUCATION WORKSHOP
ACTIVITY TWO
ACCELERATED DELIVERY OF FAMILY PLANNING
AND ORAL REHYDRATION SERVICES

MARCH 4/29, 1985

ILORIN, KWARA STATE

A. TITLE OF WORKSHOP: Training of Trainers and Community Health Education

B. GOALS: The purposes of this workshop are:

- To develop a team of trainers capable of training various cadres of health personnel in FP/ORT service delivery skills
- To increase the skills of a group of Senior Health personnel in conducting FP/ORT education activities in Kwara State Communities

C. OBJECTIVES: By the end of this four week session, participants can:

1. Perform a task analysis for various cadres of FP/ORT service providers
2. Plan and conduct FP/ORT training sessions
3. Conduct a survey of community attitudes and knowledge regarding FP/ORT
4. Design a FP/ORT program appropriate to a specific community
5. Train other cadres of health personnel to conduct community health education activities

D. SCHEDULE OF TRAINING:

- Feb. 11-22 - INTRAH/IHPS trainers prepare for session in US
- Training coordinator and Committee prepare for session in Kwara
- Feb. 25- Mar. 1 - INTRAH/IHPS trainers travel to Ilorin
- Preparation for workshop by INTRAH/IHPS trainers and training coordinator
- Mar. 4-29 - Conduct training session
- April 5 - Training session report completed

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E. PARTICIPANTS:

2 physicians, 3 nurse/health educators, 6 health sisters and nurse tutors, 5 community health officers

F. TRAINING SITE AND ACCOMMODATIONS

The session will be conducted at the Staff Development Center in Ilorin. Participant accommodations and travel will be handled by Ministry of Health following standard procedures.

G. TRAINING MATERIALS:

Texts listed in proposal as well as hand-outs and visual aids will be provided by the trainers.

H. RESPONSIBILITIES:

MINISTRY OF HEALTH

- Locate and secure training site
- Secretarial assistance
- Transportation
- Selection of participants and release from duties to attend the session
- Logistical arrangements for all aspects of the training session
- Coordination of training exercises.

INTRAH/IHPS

- 2 person training team
- Training design and delivery of session
- Special training materials
- Certificates
- Financial support for training session.

DRAFT AGENDA

TRAINING OF TRAINERS AND COMMUNITY HEALTH

EDUCATION WORKSHOP

WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<ul style="list-style-type: none"> ● Orientation ● Introduction ● Overview of the session ● Setting learning climate & style ● Defining Training ● Ascertaining & Clarifying Expectations 	<ul style="list-style-type: none"> ● 5 components of training ● Needs Assessment ● Goals and Objectives ● Plan and design ● Implementation ● Evaluation ● Adult learning ● Effective Training 	<p>NEEDS ASSESSMENT</p> <ul style="list-style-type: none"> ● Competency Model ● Problem Based <p>GOALS & OBJECTIVES</p> <ul style="list-style-type: none"> ● Program ● Learning ● Writing goals and objectives 	<ul style="list-style-type: none"> ● Writing goals and Objectives ● Developing Training Plans 	<ul style="list-style-type: none"> ● Training Techniques ● Working with groups
WEEK TWO	<ul style="list-style-type: none"> ● Training Techniques ● Working with groups ● Audio-visual ● Other aids ● Writing training designs 	<ul style="list-style-type: none"> ● Writing training designs ● Evaluation of training sessions ● Preparation of presentations 	<ul style="list-style-type: none"> ● Presentations of training events ● Small group facilitation 	<ul style="list-style-type: none"> ● Presentation of training events ● Individual training styles 	<ul style="list-style-type: none"> ● Presentation of training events ● Mid-way evaluation of session ● Bridge to Community Health Education

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WEEK THREE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<ul style="list-style-type: none"> ● Participant needs assessment ● Membership in groups ● Network and diffusion of innovations ● Steps of effective Health Education 	<ul style="list-style-type: none"> ● Methods of data collection ● Preparing pretesting & revising questionnaires 	<ul style="list-style-type: none"> ● Visits to local communities 	<ul style="list-style-type: none"> ● Elements of communication ● Writing communication plans 	<ul style="list-style-type: none"> ● Guidelines for presentation
WEEK FOUR	<ul style="list-style-type: none"> ● Visits to local communities ● Presentations and feedback 	<ul style="list-style-type: none"> ● Data analysis 	<ul style="list-style-type: none"> ● Health education in FP Clinic ● Visit FP Clinic 	<ul style="list-style-type: none"> ● Designing IEC program plans 	<ul style="list-style-type: none"> ● Presenting IEC program plans ● Evaluation of session

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APPENDIX C

FAMILY PLANNING POLICY SEMINAR

ACTIVITY ONE

TRAINING OF FAMILY PLANNING SERVICE DELIVERY PERSONNEL

MARCH 26-APRIL 3, 1985

OWERRI, IMO STATE

GOALS: The purposes of this workshop are:

- to encourage a political atmosphere that is receptive
- to develop a policy supporting the delivery of family planning services throughout Imo State
- to inform opinion leaders and decision makers of the social and economic circumstances effected by population growth patterns
- to illustrate the effect population growth rates have on the health and economic status of families
- to draft a working document that will contribute to a state population policy.

OBJECTIVES: By the end of this 3 days session, participants can:

- explain to their staff ,peers and community the consequences unchecked population growth has on the quality of life
- describe the long term effect population policy or the lack of policy has on the state's economic and social status
- articulate what they can contribute towards developing a population policy for Imo State

SCHEDULE OF TRAINING:

- | | |
|--------------------|--|
| March 11- March 15 | - INTRAH/IHPS trainers prepare for session in U.S. |
| | - training coordinator and others prepare for session in IMO |
| March 18- March 25 | - INTRAH/IHPS trainers travel to Owerri |
| | - preparation for workshop by INTRAH/IHPS trainers and MOH staff |
| March 26-March 28 | - conduct first part of session |
| April 1-2-3- | - conduct second part of session |
| April 12 | - training session report completed |

GOALS: The purposes of this workshop are:

- to encourage a political atmosphere that is receptive
- to develop a policy supporting the delivery of family planning services throughout Imo State
- to inform opinion leaders and decision makers of the social and economic circumstances effected by population growth patterns .
- to illustrate the effect population growth rates have on the health and economic status of families
- to draft a working document that will contribute to a state population policy .

OBJECTIVES: By the end of this 3 days session, participants can:

- explain to their staff ,peers and community the consequences unchecked population growth has on the quality of life
- describe the long term effect population policy or the lack of policy has on the state's economic and social status .
- articulate what they can contribute towards developing a population policy for Imo State

SCHEDULE OF TRAINING:

- March 11- March 15 - INTRAH/IHPS trainers prepare for session in U.S.
- training coordinator and others prepare for session in IMO
- March 18- March 25 - INTRAH/IHPS trainers travel to Owerri
- preparation for workshop by INTRAH/IHPS trainers and MOH staff
- March 26-March 28 - conduct first part of session
- April 1-2-3- - conduct second part of session
- April 12 - training session report completed

PARTICIPANTS: Representatives from Ministries of Health, Planning, Finance, Agriculture, Education, Culture and Youth, Local Government and from IIV, IBC, civil and religious community and opinion leaders and traditional leaders, news women leaders, school principals

TRAINING SITE & ACCOMODATIONS: Concord Hotel
Seminar only

TRAINING MATERIALS: World Bank 1984 Report, posters, condoms and other samples of contraceptives; car stickers, tee-shirts; new articles

RESPONSIBILITIES:

MOH

INTRAH/IHPS

- locate and secure training site
- secretarial assistance
- transportation (limited)
- selection and notification of participants
- logistical arrangements for all aspects of the workshop.

- 2 person training team
- training design & delivery of session
- training materials
- certificates
- financial support for workshop

DRAFT AGENDA

FAMILY PLANNING POLICY SEMINAR

TUESDAY	WEDNESDAY	THURSDAY
<p>INTRODUCTION</p> <ul style="list-style-type: none">● DEMOGRAPHIC DATA● POPULATION DYNAMICS IN WORLD, NIGERIA, IMO	<p>MCH</p> <p>DELBEQUE</p> <p>TWO-STEP:</p> <p>INTERESTS/NEEDS/INTERVENTIONS</p>	<p>PROGRAMMATIC</p> <p>ISSUES & CONSTRAINTS</p>
<ul style="list-style-type: none">● RELATIONSHIP TO DEVELOPMENT AND QUALITY OF LIFE● ECONOMICS OF POPULATION GROWTH	<p>GENERAL APPROACHES TOWARDS DEVELOPING IMO STATE POPULATION POLICY.</p>	<p>DRAFT POPULATION STATEMENT.</p>

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TRAINING OF TRAINERS AND COMMUNITY

HEALTH EDUCATION WORKSHOP OR TOT-FP

ACTIVITY TWO

TRAINING OF FAMILY PLANNING SERVICE DELIVERY PERSONNEL

APRIL 15-MAY 17

OWERRI, IMO STATE

- A. TITLE OF WORKSHOP: Training of Trainers, TOT-FP
with Community Health Education
- B. GOALS: The purposes of this workshop are
- to develop a team of trainers capable of training various cadres of health personnel in FP/ORT service delivery skills
 - to increase the skills of a group of senior health personnel in conducting FP/ORT education activities in IMO state communities
- C. OBJECTIVES: By the end of this four week session, participants can:
1. perform a task analysis for various cadres of FP/ORT service providers
 2. plan and conduct FP/ORT training sessions
 3. conduct a survey of community attitudes and knowledge regarding FP/ORT
 4. design a FP/ORT/IEC (ed.) program appropriate to a specific community
 5. train other cadres of health personnel to do #3 and #4
- D. SCHEDULE OF TRAINING:
- | | |
|----------------------|---|
| March 18-
April 5 | ● INTRAH/IHPS trainers prepare for session in U.S. program officer and committee prepare for session in Imo |
| April 8-12 | ● INTRAH/IHPS trainers travel to Owerri
● Preparation for workshop by INTRAH/IHPS trainers and program officer |
| April 15-
May 17 | ● Conduct training session |
| May 24 | ● Training session report completed |

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E. PARTICIPANTS (From profile in trip report #0-6)

F. TRAINING SITE AND ACCOMMODATIONS

School of Nursing, Owerri

G. TRAINING MATERIALS

Texts listed in the project proposal as well as handouts and visual aids will be provided by the trainers.

H. RESPONSIBILITIES

MOH

- locate and secure training site
- secretarial assistance
- transportation
- selection of participants and release from duties to attend the session
- logistical arrangements for all aspects of the training session
- coordination of training exercises and field visits

INTRAH/IHPS

- 2 person training team
- training design and delivery of session
- special training materials
- certificates
- financial support for training session

DRAFT AGENDA

TRAINING OF TRAINERS & COMMUNITY HEALTH EDUCATION WORKSHOP

WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<ul style="list-style-type: none"> ● Orientation ● Introduction ● Overview of session ● Setting learning climate & style ● Defining "Training" ● Ascertaining & clarifying expectations 	<ul style="list-style-type: none"> ● 5 components of training <ul style="list-style-type: none"> - needs assess. - goals & objectives - plan & designs - implementation - evaluation ● Adult learning & effective training 	<ul style="list-style-type: none"> ● Needs Assessment <ul style="list-style-type: none"> - competency model - problem base ● Goals & Object. <ul style="list-style-type: none"> - program - learning ● Writing goals & objectives 	<ul style="list-style-type: none"> ● Writing goals & objectives ● Developing training plans 	<ul style="list-style-type: none"> ● Training techniques ● Working with groups
WEEK TWO	<ul style="list-style-type: none"> ● Training techniques ● Working with groups ● Audio visuals & other aids ● Writing training designs 	<ul style="list-style-type: none"> ● Writing training designs ● Evaluation of training session ● Preparation of Presentations 	<ul style="list-style-type: none"> ● Presentation of training events ● Small group facilitation 	<ul style="list-style-type: none"> ● Presentation of training events ● Individual Training Styles 	<ul style="list-style-type: none"> ● Presentation of training events ● Mid-way evaluation of session ● Bridge to Community Health Education

WEEK THREE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<ul style="list-style-type: none"> ● Participant needs Assessment ● Membership in groups ● Defining Community Health Education ● Networks & diffusion of innovations ● Steps of effective health education. 	<ul style="list-style-type: none"> ● Methods of data collection ● Preparing, pre-testing and revising questionnaires 	<ul style="list-style-type: none"> ● Visits to local communities 	<ul style="list-style-type: none"> ● Elements of communication 	<ul style="list-style-type: none"> ● Guidelines for presentations
WEEK FOUR	<ul style="list-style-type: none"> ● Visits to local communities ● Presentations & feedback 	<ul style="list-style-type: none"> ● Data Analysis 	<ul style="list-style-type: none"> ● Health Education in FP Clinic ● Visit FP Clinic 	<ul style="list-style-type: none"> ● Designing IEC program plans 	<ul style="list-style-type: none"> ● Presenting IEC program plans ● Evaluation of session ● Closing ceremony

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APPENDIX E

FAMILY PLANNING PROGRAM DEVELOPMENT WORKSHOP

ACTIVITY ONE

TRAINING OF FAMILY PLANNING SERVICE

DELIVERY PERSONNEL

MARCH 11-29, 1985

or

MAY 6-24, 1985

BAUCHI CITY, BAUCHI STATE, NIGERIA

GOALS:

The purpose of this workshop is to develop a detailed plan by which family planning services can be integrated into the existing health services delivery system throughout the state.

OBJECTIVES:

By the end of the three week session, participants have produced a plan including seven sections:

1. Equipment and supplies
 - standard list developed
 - quantities over time and population determined
 - recording and ordering forms developed

2. Logistics
 - ordering system developed
 - data recording system developed
 - transportation schedule set
 - circuit of distribution established

3. Information
 - recording and reporting system for service delivery staff developed
 - new acceptors defined
 - continuing acceptors monitoring plan outlined
 - defaulters follow-up procedure established
 - sampling process of acceptors for long-term tracking outlined

4. Management, Supervision, Evaluation
 - management and implementation teams appointed
 - implementation team training in M/S/E/ scheduled
 - MSE protocols written

5. Health Education

- health personnel role in community FP education defined
- training in FP education for different cadres of health personnel outlined
- schedule of community efforts in FP education set
- FP education materials specified
- mass media campaign strategy and evaluation as an intervention outlined

5. Staff Training

- protocols for FP clinical and educational services set
- priorities of cadres to be trained established
- training outlines written; to include schedule, cadres to be trained, selection and notification procedure, funding, etc...
- in-service curriculum writing plan developed
- pre-service curriculum writing plan developed

6. Budget

- costs for FP services outlined
- develop budget for recurring services
- project demand for services and subsequent costs
- catchment areas defined
- develop payment policy
- outline accounting system

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SCHEDULE : (If contract in effect March 1)

- February 25 - March 1
 - INTRAH/IHPS trainers prepare for session in U.S.
 - training coordinator and members of Health Management Board and Ministry of Health prepare for session in Bauchi
- March 4 - March 8
 - INTRAH/IHPS trainers travel to Bauchi City
 - preparation for the workshop by INTRAH/IHPS trainers and HBM/MOH staff
- March 11 - March 29
 - conduct workshop
- April 12
 - training session report complete

PARTICIPANTS: 15 senior staff from HMB and MOH

TRAINING SITE: School of Midwifery : conference room and classroom

TRAINING MATERIALS: Trainers will provide handouts; texts listed in project proposal, as well as handouts and visual aids, will be provided by the trainers.

RESPONSIBILITIES:

HMB/MOH

- locate and secure training site
- secretarial assistance
- transportation
- selection and notification of participants
- logistical arrangements for the session

INTRAH/IHPS

- 2 person training team
- training design and delivery of session
- special training materials
- certificates
- financial support for the workshop

DRAFT AGENDA

FAMILY PLANNING PROGRAM DEVELOPMENT WORKSHOP

WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<ul style="list-style-type: none"> ● Opening Ceremony ● Introduction ● Models of FP programs 	<ul style="list-style-type: none"> ● Needs, patterns in Bauchi ● Needs Assessment & Interventions 	<ul style="list-style-type: none"> ● Planning & problem solving ● Team building or organizational development 	<ul style="list-style-type: none"> ● FP program goals & objectives 	<ul style="list-style-type: none"> ● Planning tools
WEEK TWO	<ul style="list-style-type: none"> ● Writing component plans <p>A.M. meeting</p> <ul style="list-style-type: none"> ● individual ● small group ● technical assistance 	<hr style="border: 1px solid black;"/>	<hr style="border: 1px solid black;"/>	<hr style="border: 1px solid black;"/>	<hr style="border: 1px solid black;"/>

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WEEK THREE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<ul style="list-style-type: none"> ● Presentation of components: 1) present 2) critique 3) re-write 			<ul style="list-style-type: none"> ● Assembly of family planning project plan 	<ul style="list-style-type: none"> ● Conclusion ● Evaluation ● Closing Ceremony

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