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Trip Report

#0-270

Travelers: Dr. Gilberte Vansintejan, INTRAH
Consultant

Country Visited: KENYA

Date of Trip: June 24 - August 6, 1986

Purpose: To Provide Technical Assistance to CAFS
Trainers During a Regional Training of
Trainers for Family Planning Course

DPE-3031-C-00-407 1

Program for International Training in Health
208 North Columbia Street
The University of North Carolina
Chapel Hill, North Carolina 27514 USA

TABLE OF CONTENTS

	<u>PAGE</u>
LIST OF ABBREVIATIONS USED IN THIS REPORT	
SCHEDULE OF ACTIVITIES.	i
EXECUTIVE SUMMARY	ii
I. PURPOSE OF TRIP	1
II. ACCOMPLISHMENTS	2
III. BACKGROUND.	3
IV. DESCRIPTION OF ACTIVITIES.	4
V. FINDINGS, CONCLUSIONS AND RECOMMENDATIONS	8

APPENDICES

- A. Persons Contacted/Met
- B. List of Participants
 - 1. Countries, Names and Qualifications
 - 2. Names and Addresses
 - 3. Names, Addresses, Qualifications, Experience, Present Posts
- C. Course Curriculum
 - 1. Goals and Objectives
 - 2. Daily Schedule
 - * 3. Curriculum Guidelines/Design
 - 4. Curriculum Summary
- D. Copies of Materials Distributed
 - 1. List of Handouts, Publications and Books Distributed by Unit
 - * 2. Opening Address by Director of INTRAH/AA Office
 - * 3. General Information to Participants
 - * 4. Opening and Closing Ceremonies' Schedules

* On file with INTRAH Program Office.

TABLE OF CONTENTS (cont.)

- * E. Materials Developed During TOT for FP Course
 - 1. Group Work Assignments
 - 2. Group Exercises/Role Play
 - 3. Grab Bag Questions
 - 4. Teaching/Training Module for Continuing Education of Nurse-Midwives in Family Planning
 - 5. CAFS Biodata Form
 - 6. Certificate Copy

- * F. Evaluation Materials
 - 1. CAFS Participant Reaction Form
 - 2. Daily Feedback Form
 - 3. Guidelines for Feedback on Micro-Teaching
 - 4. Pre/Post-Test and Correct Answers
 - 5. Item Analysis on Pre-Test
 - 6. INTRAH Pre/Post-Test Results Form
 - 7. Summative Test - Contraceptive Technology, with Correct Answers

- * G.
 - 1. Summative Data from Daily Feedback Reaction Forms
 - 2. Summative Data from INTRAH Participant Reaction Forms

- * H. Photographs of Participants of TOT for FP Course

* On file with INTRAH Program Office.

LIST OF ABBREVIATIONS USED IN THIS REPORT

CAFS	Centre for African Family Studies
FP	Family Planning
IPPF	International Planned Parenthood Federation
NMW	Nurse-Midwife
PCS	Population Communication Services, Johns Hopkins University

EXECUTIVE SUMMARY

INTRAH consultant Dr. Gilberte Vansintejan participated in the first Centre for African Family Studies (CAFS) regional "Training of Trainers for Family Planning" course (TOT for FP), held from July 7 to August 1, 1986, in Nairobi, Kenya.

The purpose of the consultant's visit was two-fold: to provide technical and training assistance to the Centre for African Family Studies in order to develop and strengthen the capabilities and capacities of the Centre in provision of training for family planning service deliverers. A nurse-midwife from Zambia has been hired by CAFS on a two-year contract basis as an Assistant Program Officer. She is expected to carry out "Contraceptive Technology Update" and "TOT for FP" courses during that time.

Sixteen participants, all nurse-midwives, from seven African countries: Kenya (6), Liberia (1), Nigeria (1), Sierra Leone (2), Somalia (2), Uganda (2), and Zambia (2), participated in this course.

Good administrative and logistical arrangements facilitated implementation of the course, while participatory teaching methods ensured development of family planning training skills by participants. The group produced a "Teaching/Training Module for Continuing Education of Nurse-Midwives in Family Planning."

A second regional "TOT for FP" course may involve the same INTRAH consultant in October/November 1986. By that time, CAFS should be able to conduct the course utilizing its own staff and training resources. It is recommended that a second staff trainer specializing in clinical family

planning and training methods be hired for the second regional "TOT for FP" course.

SCHEDULE (cont.)

Tuesday
July 1

AM
and Planning TOT for FP course.
PM

Wednesday
July 2

AM
and Planning TOT for FP course.
PM

Thursday
July 3

AM
and Planning TOT and FP course.
PM

PM Visit to private FP clinic operated by Mrs.
Kanyoko (NMW).

Friday
July 4

AM
and Planning TOT for FP course.
PM

Saturday
July 5

AM Planning TOT for FP course.

Monday
July 7
to
Friday
July 11

AM Participate in conducting training and
and preparing exercises and handouts.
PM

Saturday
July 12

AM Family planning teaching in private clinic.

Monday
July 14
to
Friday
July 18

AM Participate in conducting and managing train-
and ing and provision of technical assistance to
PM CAFS trainer.

Saturday
July 19

AM Family planning teaching in private clinic.

-CONTINUED-

SCHEDULE (cont.)

Monday
July 21 AM Participate in conducting and managing training and provision of technical assistance to
to and Friday PM CAFS trainer.
July 25

Saturday
July 26 AM Draft final report.

Monday
July 28 AM Participate in conducting and managing training and provision of technical assistance to
to and Friday PM CAFS trainer.
Friday PM August 1

Saturday
August 2 AM Work on final report for INTRAH.

Monday
August 4 AM Filing and closing course - final report
and arrangements.
PM

Tuesday
August 5 AM Debriefing at USAID.
PM Debriefing at INTRAH/AA.

Wednesday
August 6 AM Debriefing at CAFS.
PM Departure to New York, USA.
PanAm flight leaving at 4:45 PM.

Thursday
August 7 AM Arrival in NYC.

I. PURPOSE OF TRIP

PURPOSE

To provide technical and training assistance to Centre for African Family Studies (CAFS) under the terms of a memorandum of agreement between CAFS and INTRAH.

OBJECTIVES

- A. Provide technical assistance to CAFS trainers in order to strengthen their knowledge and skills in training program development, implementation and evaluation, including training methodology.
- B. Review results of the needs assessment questionnaires completed by selected "TOT for FP" workshop participants in order to identify specific family planning content which needs to be incorporated into the curriculum.
- C. Review the "TOT for FP" workshop curriculum to ensure that it meets the expressed needs of the participants.
- D. Design daily training plans with CAFS co-trainers in preparation for the "TOT for FP" workshop.
- E. Prepare appropriate handouts for workshop participants according to curriculum objectives and content.
- F. Prepare a final schedule of activities for the "TOT for FP" workshop.
- G. Contact donor agencies in Nairobi in order to request films and other materials appropriate for use in the "TOT for FP" workshop.
- H. Visit service delivery points in order to select those facilities to be visited by workshop participants during the training.

- I. Prepare with the CAFS co-trainers evaluation methods and tools according to curriculum objectives and content. These will include but not be limited to the following:
 - 1. pre- and post-assessment questionnaires;
 - 2. mechanisms for feedback including role play; and
 - 3. INTRAH participant reaction forms.
- J. Conduct, with the CAFS co-trainers, all aspects of the curriculum developed.
- K. Administer biodata forms which have been developed specifically for use in CAFS training activities.
- L. Brief and debrief with Miss Pauline Muhuhu, INTRAH/AA, and REDSO/ESA officials.
- M. Produce one trip report, following INTRAH guidelines, which expresses the trainer's observations, conclusions and recommendations regarding the assignment, and implications for subsequent assistance during October and November 1986.

II. ACCOMPLISHMENTS

The first CAFS regional "Training of Trainers for Family Planning" course for nurse-midwives was conducted for 16 participants from seven African countries. The newly-appointed CAFS nurse-midwife trainer, Mrs. Viola Munkombwe, conducted the training with the INTRAH trainer/consultant.

During the week preceding the course, the INTRAH/CAFS team reviewed the results of the needs assessments completed by selected "TOT for FP"

participants prior to the course and analyzed them. They planned the course: (1) curriculum guidelines; (2) tentative schedule; and (3) field visits with objectives. They developed materials and handouts on the basis of the course objectives and participants' written needs assessments.

During the four-week "TOT for FP" course, trainees studied six units, all related to contraceptive technology and teaching/training methodologies. They also developed lesson plans and applied them in micro-teaching sessions. Active, participatory teaching/learning methods used throughout the course made it a true learning experience for all participants. They were involved in preparing and leading "grab bag sessions," and in presenting specific topics.

An atmosphere of learning and positive involvement existed throughout the course. The major outcome of the "TOT for FP" course was the development of a module for teaching/training nurse-midwives in family planning. Evaluation (pre- and post-tests, and summative tests) indicated a considerable increase in FP knowledge and training skills.

III. BACKGROUND

The Centre for African Centre Family Studies (CAFS) obtained a grant from AID/REDSO's Regional Family Health Initiatives Project for a three-year project for family planning support (1985-88). Technical assistance to help CAFS develop its FP training capacity is provided through a cooperative agreement with two service contractors: INTRAH and PCS (Population Communication Services, Johns Hopkins University).

A 1986 INTRAH project proposal describing technical/training assistance activities addresses the "TOT for FP" component of the three-year CAFS project. Between April and December 1986, INTRAH's involvement with CAFS is to be in four phases:

1. A planning phase (April 12 to 22) during which this consultant/trainer and the newly-hired CAFS nurse-midwife trainer developed a detailed course announcement, application form and needs assessment, and drafted a curriculum and tentative schedule (refer to INTRAH Trip Report 0-269).
2. A second planning phase and first regional "TOT for FP" course (June 24 to August 6). The memorandum of agreement called for one INTRAH consultant/trainer and two CAFS trainers.
3. A second regional "TOT for FP" course will take place from October 20 to November 14, 1986. This will be preceded by a few days of planning and followed by a few days of report writing.
4. An annual review to be carried out by CAFS/INTRAH and AID/REDSO.

CAFS was created in 1975 as a training institution affiliated with the International Planned Parenthood Federation (IPPF). Since 1983, CAFS has been an independent, non-profit making organization. Training activities related to family planning service delivery for health personnel are a new development, and CAFS has a need to strengthen its capacity/capabilities to conduct such training on a continuing basis for Sub-Saharan African health personnel.

IV. DESCRIPTION OF ACTIVITIES

- A. The assignment was this consultant's second with CAFS in Nairobi. It consisted of assisting the CAFS trainer in workshop planning; developing materials, handouts and tests; and in implementing and assessing a four-week "TOT for FP" course.

- B. The course was held from July 7 to August 1, 1986 for 16 nurse-midwives from seven African countries (see Appendix B for List of Participants). Nurse-midwives had a range of qualifications and experience in the field of family planning: from managerial/supervisory positions to training/teaching and service delivery positions.
- C. Only one of the two planned CAFS trainers (Assistant Program Officer Mrs. Viola Munkombwe) had been appointed and served as a co-trainer during this activity. The CAFS/INTRAH team conducted almost all the training sessions, with the active involvement of participants (see Appendix C-3).

Few outside resources were called upon for content assistance. Two IPPF staff, the CAFS Director and two CAFS officers presented and discussed specialized topics. The INTRAH/AA Training Officer shared her expertise in two sessions on "principles of program development."

- D. The curriculum focused on adult training methodology in family planning and reproductive health, and was divided into six units of varying duration:
1. Overview of adult learning principles (11 hours) including communication and motivation.
 2. Contraceptive technology update (32 hours).
 3. Competency-based training (5 hours).
 4. Development of training plan and design (32 hours).
 5. Management of training (3 hours).
 6. Principles of program development (3 hours).
- E. The schedule allowed for flexibility, while the sequence of units remained as presented from 1 to 6 (see Appendix C). Participants requested more

information on certain topics which was provided. Grab bag sessions prepared and led by participants themselves, with the assistance of the trainers, were an excellent tool for review of previous sessions. Active, participatory teaching methods were used throughout the course (see Appendix C-3).

Three field trips with detailed objectives and follow-up reports by participants were conducted.

- F. The facilitators suggested that participants plan and develop a teaching/training module for continuing education of nurse-midwives in family planning. Participants readily agreed. Participants split up into five groups to work on various units of the module. They developed units and lesson plans which they practiced in micro-teaching situations. They also designed evaluation tools in the form of objective questions (see Appendix E-1 for group work).

The resulting document was a module for family planning teaching/training for nurse-midwives. Additional submodules can be developed by participants of the next regional "TOT for FP" course (see Appendix E-4).

- G. Evaluation:

Pre- and post-tests assessed participants' entry and end level knowledge and skills (see Appendix F-4). Forty-one (41) questions (75 points) included multiple choice and short answer questions on "training process and methodology," and "contraceptive technology update." The questions were developed specifically for this group of participants, and took the learning objectives into account. Pre- and post-test results were analyzed (see Appendix F-5). The mean result for the pre-test was 62.5% (a range of 29% to 85%), while

the post-test mean result was 85.6% (a range of 61% to 96%).

Continuous assessment was used throughout the course:

1. Grab bag questions, group discussion and presentations (see Appendix F-7).
2. Verbal feedback.
3. Practice presentations of group work and micro-teaching.
4. Summative test on contraceptive technology.
The test, comprised of 35 questions (59 points) provided satisfactory results in terms of learning: a mean of 78.6%. This was a newly-created test, and therefore the multiple choice questions were item analyzed.
5. Project writing and presentation.
The competency-based training module for nurse-midwives was finalized, presented by participants, and a copy was distributed to each (see Appendix E-4).

Examples of daily feedback and reaction forms are found in Appendix G-1. Appendix G-2 summarizes the results of the INTRAH participant reaction forms.

- H. Participants graduated on Friday, August 1. They each received a certificate (see Appendix E-6). Graduation occurred jointly with that of the PCS communication workshop group (that workshop was held from 7/21 to 8/1 for IPPF, CAFS and other FP associations' personnel).
- I. The CAFS final report of this activity will be written by the CAFS nurse-midwife trainer upon her return to Kenya from Zambia. There was no time to do this as a team as she left Monday, August 4, immediately after the end of the course.

V. FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

FINDINGS/CONCLUSIONS	RECOMMENDATIONS
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A. Logistical/Administrative Arrangements

1. INTRAH

- a. INTRAH has provided a consultant to CAFS and a list of books/publications to be ordered from the USA.

- b. The Director and Training Officer of INTRAH/AA Office have provided administrative support to the INTRAH consultant.

- c. AID/REDSO has approved the selection of participants.

- d. A trainer/consultant appears to be necessary for the next "TOT for FP" course in October.

2. Centre for African Family Studies (CAFS)

Having had a decade of experience in planning, and administering regional courses, CAFS personnel were able to take responsibility for all the logistics involved in announcing the course to donors in African countries, to family planning associations and in selecting candidates. Of the 16 participants, six obtained external funding. Appropriate local arrangements were made with hotels for rooms and lunches. Each participant had a single room and lunches were provided by a nearby hotel. Transport was also appropriate: to-and-from the hotel, and to-and-from lunches at noon. Per diem for participants was satisfactory; rooms and lunches were paid for directly by CAFS. Breakfasts and dinners were paid for by participants. Per diem was given out weekly during workshop breaks.

B. Implementing of Activities

1. Pre-Workshop Activities

- a. INTRAH's input in two of the four phases of pre-workshop activities was indispensable for a successful launching of training for family planning service deliveries. It was also important to use a single consultant in order to ensure continuity.

1. INTRAH

- a. INTRAH should make arrangements to act as an intermediary for ordering publications/books from the USA. CAFS has no contacts in the USA, and its orders did not arrive in time for this "TOT for FP" course. CAFS can reimburse INTRAH from its budget.

INTRAH could also provide the CAFS trainer with a free set of training materials.

- d. INTRAH should provide a trainer/consultant for the second "TOT for FP" course.

1. Pre-Workshop Activities

- a. The CAFS nurse-midwife trainer should be present two to three weeks prior to the beginning of the next course in October in order to complete all material and administrative preparations.

V. FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

FINDINGS/CONCLUSIONS	RECOMMENDATIONS
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B. Implementing of Activities (cont.)

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|---|---|
| <p>b. The eight-day planning period was too short, considering the amount of workshop preparation required and the role of the consultant in providing technical assistance and support to a new CAPS staff trainer.</p> <p>c. A second CAPS trainer -- a Tanzanian physician -- has been recruited but was not available for the course. He may be taking the position in February 1987.</p> | <p>b. This recommendation was made directly to Mrs. Munkombwe and to the CAPS Director.</p> <p>c. There is a need to have two CAPS trainers if future "TOT for FP" courses take place without outside consultants. One trainer cannot possibly manage and teach the full</p> |
| <p>2. Workshop Activities</p> <p>a. Participants were all motivated in learning and updating their knowledge and skills in family planning and related topics. Active participatory training methods enhanced their learning and as time went by, they became more assertive in communicating with others in the group and in practicing teaching content and techniques. Participants received many handouts, publications and books throughout the course.</p> <p>b. Field visits (with objectives) also helped participants by providing them with an opportunity to observe adult teaching situations and an active family planning clinic.</p> <p>c. A PCS/JHU seminar was conducted July 21 to August 1. This limited the involvement of other CAPS trainees in the "TOT for FP" courses.</p> | <p>2. Workshop Activities</p> <p>a. The same methodology should be used for future training. Adult participants responded extremely well to a non-directive approach through which they were allowed to express their own training needs. Flexibility within the limits of the schedule was important.</p> <p>b. Field visits (one per week during the course) should be maintained in future "TOT for FP" courses.</p> <p>c. It seems particularly important to have several CAPS trainers available for specific input when a training course is being implemented. To fulfill the agreement, CAPS should make an effort to obtain a second trainer to work with the INTRAH consultant.</p> |
| <p>3. Post-Workshop Activities</p> <p>A very brief time was allocated for writing the final report and closing the course (arranging handouts, publications, etc.). The CAPS trainer left on Monday August 3 to return to Zambia, leaving the closing of the course pending. The INTRAH consultant was debriefed by the INTRAH/AA Office and by AID/RKDSO.</p> | <p>3. Post-Workshop Activities</p> <p>There is a need to have at least two to three days to close a course, debrief the CAPS Director and review the activities in order to improve and/or modify them for the next "TOT for FP" course. The CAPS report needs to be written by the entire training team.</p> |

V. FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

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FINDINGS/CONCLUSIONS	RECOMMENDATIONS
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C. Evaluation/Follow-Up Activities

Follow-up was explained to participants, but no firm evaluation plans were made. No time was available to pursue this activity. Follow-up may be carried out by CAFS personnel, but this has not been discussed.

There is a need to develop this component during and after the next "TOT for FP" course; e.g., develop a plan for follow-up and a number of evaluation tools.

APPENDIX A

PERSONS CONTACTED/MET

AID/REDSO/Nairobi

Ms. Barbara Kennedy, Regional Population Advisor

Ms. Rosalind Waithaka, Assistant Population Officer

INTRAH/AA Office

Miss Pauline Muhuhu, Director

Mrs. Grace Mtawali, Training Officer

Ms. Lynn Knauff, Deputy Director (INTRAH/CH)

Ms. Maureen Brown, Program Officer (INTRAH/CH)

Centre for African Studies (CAFS)

Upper Hill Road

PO Box 60054

Professor de Graft-Johnson, Director

Ms. Viola Munkombwe, Assistant Program Officer and Nurse-Midwife Tutor

Mr. Guy Moutia, Program Officer

Mr. Macharia Kiruhi, Program Officer

International Planned Parenthood Federation (IPPF)

Mr. Moses Mukasa, Senior Program Officer

Dr. Nemrod Mandara, Medical Program Officer

Ms. Peris Muriuki, Program Officer

APPENDIX B

LIST OF PARTICIPANTS

- B-1 Countries, Names, Qualifications
- B-2 Names and Addresses
- B-3 Names, Addresses, Qualifications, Experience,
Present Posts

APPENDIX B-1

CENTRE FOR AFRICAN FAMILY STUDIES (CAFS)

TRAINING OF TRAINERS IN FAMILY PLANNING COURSE

NAIROBI - JULY 7 - AUGUST 1, 1986.

LIST OF PARTICIPANTS:

COUNTRY	NAME	QUALIFICATIONS
KENYA	1. Ms. Cecilia W. KIBIRU	GCE, KRN, KRM, KRPHN/FP.
	2. Mrs. Janet I. KAMAR	Nursing Certificate, Midwife " Public Health.
	3. Mrs. Margaret M. MWITI	"O" Level, MCH/FP Certificate, EPI mid level Manager, F.P. Nutrition and PHC Curriculum Certificate.
	4. Mrs. Rosemary W. KAMUNYA	Kenya Registered Nurse - Diploma; Kenya Registered Midwife, Diploma.
	5. Mrs. Salome B. NYAEMA	"O" Level, KRN, KRM, KRPHN, Certificate in Breastfeeding.
	6. Miss Beth W. KARANJA	Registered Nurse, Registered Midwife, Family Planning, Maragwa Rural Health KEMPI Centre.
LIBERIA	7. Ms. Dorothy F. DAKAGBOI	Certificate and Diploma in Medical Art.
NIGERIA	8. Ms. Ene A. UMOREN	School Cert., B.Sc., Nursing Diploma, MPH.
SIERRA LEONE	9. Mrs. Margaret M. BELEWA	GCE "O" Level, SRN, SCM, Pub. Diph.
	10. Mrs. Claudia B. LABOR	"O" Level, SRN, SCM, Diploma in Adult ed.

COUNTRY	NAME	QUALIFICATIONS
SOMALIA	11. Ms. Mariam I. ARODE	School Certificate, Diploma, PHN, Nurse Midwife Tutor.
	12. Ms. Faduma H. MOHAMED	School Certificate, Diploma PHN, Nurse Midwife Tutor.
UGANDA	13. Ms. Rhoda S. NKOREGAMBIA	"O" Level, Cert. in Nursing, Diploma in Health Visiting.
	14. Ms. Catherine N. SEVUME	Std. IV Certificate, SRN, SCM Pt. I.
ZAMBIA	15. Mrs. Ada KASOTE	Advanced Nursing Admin., Registered Midwife, Registered Nurse, "O" Level School Cert.
	16. Ms. Muriel M. SYACUMPI	"O" Level, Nursing Cert., Midwifery Cert., Dip. NSG Ed., B.Sc., NSG. Cert. EPI, Cert. Senior Supervisor M.C.

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/gao

APPENDIX B-2

TRAINING OF TRAINERS FOR FAMILY PLANNING
JULY 7 - AUGUST 1, 1986
NAMES AND ADDRESSES OF THE PARTICIPANTS

1. Ms. Maryan I. AROLE
PO Box 1750
MOGADISHU
Somalia
2. Mrs. Margaret M. BELEWA
MCH Clinic
Bo Govt. Hospital
BO Sierra Leone
3. Ms. Dorothy F. DAKAGBOI
Family Planning Association
of Liberia
Broad Street
PO Box 938
MONROVIA Liberia
4. Ms. Janet I. KAMAR
Medical Training Centre
PO Box 1594
KISUMU Kenya
5. Mrs. Rosemary W. KAMUNYA
Family Planning Association
of Kenya
PO Box 188
NYERI Kenya
6. Ms. Beth W. KARANJA
Family Planning Association
of Kenya
PO Box 67452
NAIROBI Kenya
7. Ms. Ada D. KASOTE
Kitwe District Council
Promotive Health Section
PO Box 20070
KITWE Zambia
8. Mrs. Cecilia W. KIBIRU
Muranga District Hospital
PO Box 69
MURANGA Kenya
9. Mrs. Claudia B. LABOR
Planned Parenthood
Association
of Sierra Leone
PO Box 1094
FREETOWN Sierra Leone
10. Ms. Faduma H. MOHAMED
PO Box 1750
MOGADISHU Somalia
11. Ms. Margaret M. MWITI
African Medical and
Research Foundation
PO Box 30125
NAIROBI Kenya
12. Ms. Rhoda Shilla NKOREGAMBA
DMO's Office
PO Box 277
MBARARA Uganda
13. Ms. Salome B. NYAEMA
Kenya Technical Teacher's College
PO Box 44600
NAIROBI Kenya
14. Ms. Catherine SEVUME
Kampala City Council
PND.
PO Box 700
KAMPALA Uganda
15. Ms. Muriel M. SYACUMPI
Planned Parenthood Association
of Zambia
PO Box 32221
LUSAKA Zambia
16. Ms. Eme UMOREN
Planned Parenthood Federation
of Nigeria
2 Akinmade Street
Anthony Bus Stop
PMB 12657
LAGOS Nigeria

CENTRE FOR AFRICAN FAMILY STUDIES (CAFS)

TRAINING OF TRAINERS

JULY 7 - AUGUST 1, 1986

N A M E	ADDRESS	QUALIFICATIONS	EXPERIENCE	PRESENT POST
1. Mrs. Margaret Mamawa BELEWA	4C Wilkinson Road FREETOWN Sierra Leone Tel: 31215	G C E "O" Level SRN, SCM, Pub. Diph.	MCH services, Integrated Family Welfare services, Organize, Implement of Health Services Programmes, Liaison and Collaboration with Ministries etc.	District Health Sister
2. Mrs. Ada KASOTE	Kitwe District Council Social Service Dept., Promotive Health Unit, P.O. Box 20070, <u>KITWE</u> , Zambia.	Advanced Nursing Admin. Registered Midwife, Registered Nurse, 'O' Level School Cert.	- Worked as Registered Nurse/ Midwife in MOH and Local Govt. - Field trainer since 1981.	Senior Matron Kitwe District Council.
3. Rhoda S. NKOREGAMBIA	District Medical Office P O Box 277 MBARARA	"O" Level, Cert. in Nursing, Diploma in Health Visiting	Public Health Nursing, Health Education, Home Visits, Supervision of Nurses and Midwives in the District	District Health Visitor since 1977. Previously District Officer since 1979.

APPENDIX B-3

16

N A M E	ADDRESS	QUALIFICATIONS	EXPERIENCE	PRESENT POST
4. Caterine N. SEVUME	Kampala City Council P N D P O Box 700 KAMPALA Uganda Tel: 31440	Std IV Certificate SRN, SCM Pt I	Senior Nursing Officer in charge of Senior Staff, Inoculating travellers, Supervising Family Planning Clinics, In charge of Clinics of the City Council of Kampala	Senior Nursing Officer since 1979
5. Ene A. UMOREN	PPFN 2 Akinmade St. Anthon Bus Stop P M B 12657 LAGOS Nigeria	School Cert., B.SC. Nursing Diploma, MPh	Monitor and Supervise Clinical and Non-clinical aspects of Family Planning services in the whole Federation of Nigeria. General bed-side nursing.	Programme Officer, Service deliver since Sept. 196
6. Claudia B. LABOR (Mrs)	PPALS P O Box 1094 FREETOWN Sierra Leone	"O" Level, SRN, SCM, Diploma in Adult ed.	Assist in development, implementation and evaluation of medical and clinical projects, Train all cadre of health personnel, Operate static clinics. Management of ante-natal clinics, train tutors, assist in organizing seminars/ workshops for collaborating Ministries Treatment	Assist Programme Officer (service delivery)

N A M E	ADDRESS	QUALIFICATIONS	EXPERIENCE	PRESENT POST
7. Muriel M. SYACUMPI	PPAZ P O Box 32221 LUSAKA Zambia	"O" Level, Nursing Cert. Mid-wifery cert., Dip. MSG Ed., B.Sc. MSG. Cert. EPI, Cert. Senior Supervisor M.C.	Training and supervising field officers, report writing, planning and organi- zing courses, counselling, programme development, nurse tutor, responsible for educa- ting nurses, planning and evaluating to students health needs.	Programme Officer
8. Rosemary W. KAMUNYA	Family Planning Asso. of Kenya, Central Area, P.O. Box 226, NYERI, Kenya.	EACE Kenya Registered Nurse - Diploma; Kenya Registered Midwife, Diploma.	Nursing Sister in-charge, Family Planning Association of Kenya.	Nursing Sister in-charge.
9. Dorothy Femeh DAKAGBOI	Family Planning Asso. of Liberia Broad Street P O Box 938 MONROVIA Liberia	Certi. and Diploma Cert. and Dip. in Medical art.	Co-ordinate activities of Family Planning clinic at Headquarters, supervise four personnel of clinic, work with sessional doctors, supervise family planning programmes in the country, assist in In-service training programme of mid-wives, nurse aid, and teaching family life education in school work arts two field educators in providing information and education services for family planning clients.	Head Nurse

15

NAME	ADDRESS	QUALIFICATIONS	EXPERIENCE	PRESENT POST
10. Faduma Haji MOHAMED	FCH/MOH MOGADISHU Somalia	School certificate Diploma PHN, Nurse Midwife, Tutor	Planning, implementing and evaluation of all training of community health workers, planning, implemen- ting and evaluation of FH/FP	Community Training Health Dept.
11. Cecilia W. KIBIRU	Muranga District Hospital P O Box 69 MURANGA Tel: 22410/22419	G C E KRN, KRM, KRPHN/FP	Supervision and running of rural health services, teaching communit health to student nurses	DPHN
12. Janet I. KAMAR	Medical training Centre P O Box 1594 KISUMU Tel: 40820/21	Nursing Certificate Mid-wife " Public Health	Clinical teaching, Administration and Supervision	Nursing Officer I
13. Miss Beth W. KARANJA	FPAK Area Office Eastleigh, P.O. Box 31388, <u>NAIROBI,</u> Kenya.	Registered Nurse, Registered Midwife, Family Planning, Maragwa Rural Health KEMPI Centre.	<ul style="list-style-type: none"> - Management of FP Clinic - Disbursement of FP methods - FP Counselling, - V.S.C. - Management of: infertility cases; clinical supplies and commodities; MCH. - Nurse Trainer for in-service of Enrolled Nurses and Mid-wives, - Supervision of Dispensaries and H/Centres. 	Nursing Sister

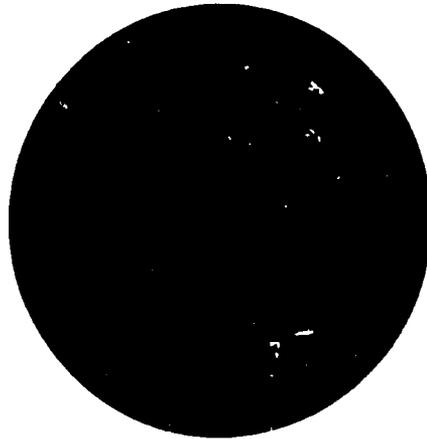
N A M E	ADDRESS	QUALIFICATIONS	EXPERIENCE	PRESENT POST
14. Salome B. NYAEMA (Mrs)	P O Box 44600 NAIROBI Tel: 520088 or 725105	"O" Level, KRN, KRM, KRPHN, Certificate in Breastfeeding	Nurse trainer at it's division of family health Nairobi. Training community health nurses at Registered and Enrolled levels, in F.P.	Nursing Officer
15. Margaret Munyange MWITI (Mrs.)	AMREF P O Box 30125 NAIROBI Tel: 501301	"O" Level MCH/FP Certificate EPI mid level Manager F.P. Nutrition and PHC curriculum Review Certificate	Planning courses, Co-ordinating activities with sponsors, classroom and clinical. Teaching, arranging for assessment and participating in student assessments	Nurse trainer/ Co-ordinator
16. Mariam Ibrahim Arode	FIC/MOH MOCADISHU Somalia	School certificate Diploma, PHN Nurse midwife Tutor	Planning implementing and evaluating all training of community health workers, Planning, implementing and evaluating FI/FP	Community Training Health Officer

APPENDIX C

COURSE CURRICULUM

- C-1 Goals and Objectives (Course Announcement)
- C-2 Daily Schedule
- C-3 Curriculum Guidelines/Design
- C-4 Curriculum Summary

COURSE ANNOUNCEMENT



CENTRE FOR AFRICAN FAMILY STUDIES (CAFS)

TRAINING OF TRAINERS FOR FAMILY PLANNING

NAIROBI - KENYA

Course One: July 7 to August 1, 1986

Course Two: October 20 to November 14, 1986

TRAINING OF TRAINERS FOR FAMILY PLANNING

BACKGROUND:

As the need and demand for family planning services increase in Africa, there is a parallel need for increasing the number of trained family planning workers, both in the private and public settings. Integral to the development of such personnel is a cadre of trained trainers. The development and strengthening of family planning services are dependant on skilled trainers -- nurses, nurse-midwives, public health nurses etc.... It has been demonstrated that middle level managers, supervisors and service providers have a training role in their responsibilities.

Training trainers has a "multiplier effect" in that the greater the number of trainers the greater the potential for providing training to both pre-service and in-service personnel. It is therefore hoped that this course will, over time, increase the training capabilities in the countries concerned.

In response to the needs of health personnel, CAFS will conduct two courses in Nairobi on "Training of Trainers for Family Planning", for English speaking personnel from Sub-Saharan countries.

PURPOSE AND OBJECTIVES:

This is a four-week Course whose purpose is to improve participants' knowledge and skills in organising and implementing training in contraceptive technology and service delivery.

By giving each participant the opportunity to learn and share various active teaching methods/techniques and design a training program appropriate to her own setting, the Course will enable participants to:

GENERAL OBJECTIVES:

1. Plan family planning curricula based on competency needs and available resources.
2. Select and use teaching/training methods and materials appropriate to behavioral objectives of target groups.
3. Assess learning and acquisition of skills of trainees and evaluate training program.
4. Assist other people to integrate family planning content into existing training programmes.

CONTENT:

To achieve these objectives, training will be participatory and competency-based, drawing on the varied experiences of participants. The course content will be finalized after analysis of needs assessment questionnaire and kept flexible to allow for continued input.

23

The following topics will be covered:

1. Overview of adult training/learning principles:
 - Communication and group dynamics
 - Motivation.
2. Review of contraceptive technology.
3. Principles of competency-based training:
 - Needs assessment
 - Task analysis
 - Behavioral objectives.
4. Development of training plan and design:
 - Teaching/learning methods
 - Teaching/learning resources (educational materials)
 - Standards for Contraceptive Technology Training
 - Lesson plans on various topics (interviews/counselling, motivation, IUD insertion and management, O.C., barrier methods etc....)
 - Microteaching
 - Evaluation.
5. Management of training.
6. Principles of program development.

TRAINING METHODOLOGY:

A variety of training methods will be used on the Course. These will include lectures, group discussions, tutorials, group assignments, simulation and role plays, project writing and field trips.

Training is participatory and participants are expected to contribute to the mutual training from their special knowledge and experience.

PARTICIPANTS:

Fifteen to twenty participants from Sub-Saharan African countries will be selected.

Criteria are that they should have at least two years of experience in family planning service delivery and have demonstrable training/supervisory responsibilities:

- Be currently involved in contraceptive delivery services with the possibility of training other health personnel in family planning.

OR

- Be currently involved in schools of Nursing/Midwifery as a MCH/family planning tutor and have prior training in contraceptive technology.

OR

- Be currently a middle level manager/supervisor of health professionals providing direct contraceptive services to the population.

Teams of applicants from selected countries are welcome. All participants must be fluent in English.

WORKSHOP ASSESSMENT:

Assessment will be based on:

- participation and other contributions throughout the course;
- special individual or group assignments and project;
- practical skill performance under observation;
- pre and post-tests.

At the end of the course certificates will be awarded to participants who will have successfully completed the course.

TRAVEL ARRANGEMENTS:

Participants sponsored by CAFS will receive their air tickets direct from Nairobi. Participants must ensure that all their travel documents, e.g. visas and health certificates, are valid for Kenya before proceeding to Nairobi.

Whenever possible, participants will be met at Jomo Kenyatta International Airport and taken to an hotel in the City Centre. Should a participant miss CAFS transport, he/she should take a KENTATCO TAXI or KENYA AIRWAYS BUS to Hotel 680. CAFS will refund the expense on taxi on production of a valid receipt.

FUNDING:

CAFS will provide a limited number of fellowships to selected participants to cover ticket, tuition, room and board. Other participants are encouraged to seek sponsorship from local donor agencies.

Tuition fees	:	US\$ 1200
Room and board	:	US\$ 1350
Local travel	:	US\$ 50
		<u>US\$ 2600</u>

CLOSING DATES FOR APPLICATIONS:

Each participant will receive an application form and a needs assessment form. The applicant should fill in both of these forms and submit them to CAFS by 26th May 1986 (Course One), and by 8th September 1986 (Course Two).

All applications and inquiries regarding this course should be sent to:

The Director,
Centre for African Family Studies,
P.O. Box 60054,
NAIROBI,
Kenya.

Telephone : 720280/1/2
Telegram : CAFS, Nairobi
Telax : 22703 INFED

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APPENDIX C-2
TENTATIVE SCHEDULE

T.O.T. FOR FAMILY PLANNING

7 JULY - 1 AUGUST 1986

WEEK 1	MONDAY 7/7	TUESDAY 8/7	WEDNESDAY 9/7	THURSDAY 10/7	FRIDAY 11/7
9.00	Arrival of Participants	<u>Unit I</u> <u>Overview of Adult Training</u>	9 - 9.30 Grab Bag	9 - 9.30 Grab Bag	
9.30 - 11.30	Opening Ceremony	Definition (2) Formal Learning Situation (3) Factors for or Against Training	(10) 10.30 Human Relations	(12) Motivation	Review A/P: Female
10.30 - 11.00		T E A	A N D	C O F F E E	B R E A K
11.00 - 12.30	Getting Acquainted and Bio Data Forms	(4) Expectations of Adult Learners (5) Environment for Learning o Physical o Psychological	(11) Group Dynamics 11.30 Communication (continued)	<u>Unit II</u> <u>Contraceptive Technology Update</u> (1) Introduction and Overview	Review menstrual cycle
12.30 - 2.00	L	U	N	C	H
2.00 - 3.00	Orientation to program agreement.	(6) Styles of Teaching	N E P O	(2) Benefits of Child Spacing	(3.1) Hormonal Methods ORAL CONTRACEPTIVES
3.00 - 3.30	Financial Matters	(7) Levels of Training			
3.30 - 4.00	T E A	A N D		C O F F E E	B R E A K
4.00 - 5.30	Pre-Test	(8) Communication Model (9) Communication in a T/L situation REACTION FORM		Review of Anatomy/ Physiology: The Male REACTION FORM	(3.1) Hormonal Methods ORAL CONTRACEPTIVES REACTION FORM

TENTATIVE SCHEDULE

T.O.T. FOR FAMILY PLANNING

7 JULY - 1 AUGUST 1986

WEEK II	MONDAY 14/7	TUESDAY 15/7	WEDNESDAY 16/7	THURSDAY 17/7	FRIDAY 18/7
9.00 - 10.00	Grab Bag	Grab Bag	Grab Bag	8.00 : Departure from 680 Field Visit: KARIBO KAWANGWARE CENTER	Surgical contra- ception.
10.00 - 10.30	(3.1) Hormonal Methods NORPLANT	(3.3) IUCD	(3.4) Natural FP		
10.30 - 11.00	T E A	A N D	C O F F E E		B R E A K
11.00 - 12.30	(3.2) Hormonal Methods injectables	(3.3) IUCD	(3.4) Natural FP		STD and Infertility
12.30 - 2.00	L	U	N	C	H
2.00 - 3.30	(3.2) Barrier Methods	(3.3) IUCD	- BREASTFEEDING / CONTRAC. - Principles of competence - based Training		Task analysis
3.30 - 4.00	T E A	A N D	C O F	F E E	B R E A K
4.00 - 5.30	(3.3) IUCD REACTION FORM	METHODS OF FUTURE REACTION FORM	NEEDS ASSESSMENT	O P E N	(4) Behavioral Objectives REACTION FORM

29

TENTATIVE SCHEDULE

T.O.T. FOR FAMILY PLANNING

7 JULY - 1 AUGUST 1986

Week III	MONDAY 21/7	TUESDAY 22/7	WEDNESDAY 23/7	THURSDAY 24/7	FRIDAY 25/7
9 - 10 10 - 10.30	TRAINING ^ Project plan and writing	GRAB BAG	GRAB BAG	(4) Microteaching	(5) Evaluation: Formative Summative
10.30-11.00					
11.00 12.30	<u>DEVELOPMENT OF TRAINING PLAN AND DESIGN</u> (1) Overview/rationale	(3) Lesson plans	(3) Ex. Lesson plan Population dynamics	(4) Microteaching	(5) Evaluation
	L	U	N	C	H
2.00 3.30	(2) Teaching/Learning methods	(3) Lesson plans	Field	(4) Microteaching	Project discussion (group tutorial)
3.30 - 4.00					
4.00 5.30	(2) Teaching/Learning methods	(3) Lesson plans	Visit FPAK Clinic (town)	(4) Microteaching	Project discussion (Group tutorial)

TENTATIVE SCHEDULE

T.O.T. FOR FAMILY PLANNING

7 JULY - 1 AUGUST 1986

WEEK IV	MONDAY 28/7	TUESDAY 29/7	WEDNESDAY 30/7	THURSDAY 31/7	FRIDAY 1/8
9.00 - 10.00	C.T. Review	Grab Bag	Review of "TOT for FP" course , with learning objectives	Project Presentation	Post-test INTRAH reaction forms
10.00 - 10.30	Special Issues : Youth				
10.30 - 11.00	T E A	A N D	C O F	F E E	B R E A K
11.00 - 12.30	C.T.: Summative Test	(3) Resources (4) Management Plan	Study and review time	Project Presentation	Feedback on Pre-post-test + Reaction forms
12.30 - 2.00	L	U	N	C	H
2.00 - 3.30	Management of Training (1) What it implies	Z P O	FIELD VISIT:	VI. Principles of Program Development	
3.30 - 4.00	T E A		A N D	C O F F E E	B R E A K
4.00 - 5.30	Microteaching practice REACTION FORM		ADVANCED NURSING DEPARTMENT	Generalities and Steps	Graduation

69

CURRICULUM SUMMARY

TRAINING OF TRAINERS FOR FAMILY PLANNING

<u>TOPICS/UNITS</u>	<u>IMPORTANCE IN %</u>	<u>NUMBER OF HOURS</u>
I. Overview of adult teaching/ learning principles	10	11
II. Contraceptive technology review update	30	32
III. Principles of competency - based training	5	5
IV. Development of training plan/design	30	32
V. Management of training	3	3
VI. Principles of program development	2	3
OPENING CLOSING PRETEST/POSTEST FIELD VISITS	20	22
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TOTAL	100	108 hours

APPENDIX D

COPIES OF MATERIALS DISTRIBUTED

- D-1 List of Handouts, Publications and Books Distributed
- D-2 Opening Address by INTRAH/AA Office Director Miss Pauline Muhuhu
- D-3 General Information to Participants
- D-4 Opening and Closing Ceremony Schedules

APPENDIX D-1

LIST OF HANDOUTS/PUBLICATIONS/ BOOKS DISTRIBUTED TO PARTICIPANTS

General Information

Tentative Schedule

UNIT I:

- Overview of adult Teaching/Learning principles
- Teaching/training adults
- How to teach the steps of change
- Selected principles of teaching/learning applied to nurse-mid-wifery clinical education. (J. Bebee, ACNM Journal, 1983).
- How do you rate as a listener
- Communication process (model) (Harold Lasswell)
- Story: "Monday Blues" (M. Kiruhi)
- Exercise: Avoiding Communication Breakdown
- Story: "Of Gossip, Conclusions and Wishes Unfulfilled (M. Kiruhi)
- 2 exercises in relation to story
- Barriers to communication
- Communication outline
- Group dynamics (handout)
- Non verbal exercise : emotion cards
- Motivation (handout)
- Group exercise on motivation
- Helping Health Workers Learn (D. Werner and B. Bower)
- PEOPLE "Messages that Matter" Vol. 13, No. 12, 1986

UNIT 2:

- Overview of Family Planning in Subsaharan Africa - Population data sheets --
 - Optimum benefits through planning (weekly Review, Jan. 24, 1986)
 - Role-play : the menstrual cycle
 - Group work on contraceptive methods
 - Case studies:OC
 - Contraception : where are we in 1985? (Rosenfield : Contemporary OB/GYN)
 - Research on Methods of Fertility Regulation
 - IUCD - a chart for Doctors and Health Workers
 - Scientific Family Planning - 1 sheet handout
 - Scientific Family Planning - handout prepared by Claudia Labor, participant
 - Contraceptive Effect of Breastfeeding, prepared by Margaret Mwititi participant
 - Group exercise (in groups) on natural Family Planning
 - Infertility and the Third World: PEOPLE Vol. 12, No. 3, 1985
 - Sexually Transmitted Diseases and Genital Tract Infections (Medical News Biomedical)
 - Chlamydial Infection in Selected Population in Kenya (Elsevier and Biomedical Press 1982)
 - AIDS, Just the Facts, Dec. 85 (Johns Hopkins Magazine)
 - Handouts from "Education for Sexuality" J. Burt and L. Meeks
- Chapters 2 The Biological male
" 3 The Biological Female
" 4 Human sexual response

- Family Planning: Its Impact on the Health of Women and Children (CPFH, Columbia University)
- Family Planning Handbooks for Mid-wives and Nurses, Second Ed. 1977 (IPPF)
- Barrier Methods of Contraception, IPPF 4th Ed. 1977
- Female Sterilization IPPF 1982
- Male and Female sterilization 2nd Ed. 1976
- PEOPLE: Infertility in Africa Vol. 5, No. 1, 1978
Voices of Africa Vol. 10, No. 4, 1983
Block Africa Vol. 8, No. 1, 1984
- Family Planning in the 1980's Challenges and opportunities UNFPA, 1981
- Family Methods and Practice: Africa
- "Growing Up a Responsible Living" by Peris W. Muriuki (IPPF)
- Population Reports: Injectables and Implants: series K - 2 (1983)

UNIT 3:

- Handout: Principles of Competency - based training
- Competency - based training of Health Professions Teachers in Seven Developing Countries
- Objectives for field visit at Kabiro Kawangware
- Group exercises on Needs Assessment
- Abbatt "Teaching for Better Learning"
- Objectives for field visit Kawangware

UNIT 4:

- Program Planning and Development: Introduction to Education/Training
- "Teaching Methods" (WHO/AFRO/SHDS "Health Services Research Course")
- Advantages and disadvantages of certain teaching methods and of different educational media
- Objectives (Letter) for field visit to Adv. Dept of Nursing
- Objectives (Letter) for field visit to FPAK

35

- Abbatt: Teaching for Better Learning

UNIT 5:

- Administrative Planning Checklist for Training Course Development
- Managing Training
- Action Checklist (J.J. Guilbert: 5.05)
- Book: Continuing Education for Health Workers "District Programmes (AMREF)"

UNIT 6:

- Case study: Target Setting in LA Trinidad
- Story: TARGET SETTING in LA Trinidad (Casebook for FP Management)
- Analysis
- Writing a project proposal
- Levels of Evaluation of training
- Guidelines for preparing a budget
- Cards (Index) on project planning