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Intrah

Trip Report

0-442

Travelers: Dr. Clarence Hall, IHP Consultant
Kwara State Training Team Members:
Mrs. Victoria Abodunrin, Co-Trainer
Mrs. Rachel Ajiboye, Co-Trainer
Mrs. Janet O. Ibitoye, Co-Trainer
Mrs. Grace I. Osunaiye, Co-Trainer

Country Visited: KWARA STATE, NIGERIA

Date of Trip: June 21 - July 16, 1987

Purpose: To conduct a Management/Supervision workshop for 15 family planning trained clinicians, June 29 - July 10, 1987.

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** On file with INTRAH Data Management Services.

LIST OF ABBREVIATIONS

CHE	Community Health Education
LGA	Local Government Area
MOH	Ministry of Health (State)
M/S	Management/Supervision
SDC	Staff Development Center
STT	State Training Team
WHO	World Health Organization
ZMP	Zonal Management Plan
CWP	Contract Work Plan

EXECUTIVE SUMMARY

Dr. Clarence S. Hall, International Health Programs (IHP) Consultant; Mrs. Victoria Abodunrin, Co-Trainer, Kwara State Training Team (STT); Mrs. Rachael Ajiboye, Co-Trainer, STT; Mrs. Janet O. Ibitoye, Co-Trainer, STT; and Mrs. Grace I. Osunaiye, Co-Trainer, STT conducted the first of two two-week Management/Supervision (M/S) workshops for 15 Family Planning (FP) Zonal Supervisors from June 29 - July 10, 1987. This workshop is Activity #14 of the Kwara State MOH/INTRAH contract workplan. The venue for the workshop was the Kwara State Staff Development Center (SDC), Ilorin.

The goal of the workshop was to increase knowledge and skills in planning, implementing, monitoring and evaluating FP services and programs. All of the participants were senior or experienced nurses and service providers except for Mrs. M. H. Mohammed, the proposed Kwara State Ministry of Health (MOH) Manager for the Market Based Distribution Program sponsored by Columbia University. None of the participants had received prior M/S training. The administrative and logistical arrangements for the workshop were coordinated by Dr. David Olubaniyi, MOH Director of Health Services and Mrs. Florence Tolushe, MOH FP Coordinator.

The first week of the workshop included discussions on M/S and related theories and practice and the sharing of M/S experiences. Practical instruments designed to facilitate the effective management of FP resources at the zonal level were developed during the second week.

Major findings/conclusions/recommendations included:

- An active and supportive MOH administration contributed to the success of the M/S workshop.
- The workshop participants acquired basic M/S knowledge and skills and developed several tools

- Zonal supervisors will maintain their responsibilities as service providers due to manpower constraints and will perform their supervisory function approximately 30% of the time. In order to maintain and improve their present level of M/S knowledge and skills, periodic refresher workshops will be needed for at least the next two to three years.
- INTRAH should continue its financial support for FP manpower development in Kwara State through the consolidation and expansion phases of FP services.
- Four members of the Kwara STT strengthened their M/S training skills and contributed invaluable to the successful completion of the workshop. The integrated model (combining external and local trainers) worked very well and should continue as long as external trainers are needed.
- Briefing and debriefing meetings were held with the MOH and the co-trainers in Kwara State and a briefing session was held in Lagos at the AID Affairs Office.

DESCRIPTION OF ACTIVITIES

June 19 Dr. Hall departed from San Francisco 5:30 p.m.

June 21 Arrived in Lagos 6:50 p.m.

June 22 Briefed with Mr. Larry Eicher, Health Development Officer, AID Affairs Office/Lagos.

Traveled to Ilorin, Kwara State.

Met with Dr. David Olubaniyi, Director of Medical Services, Kwara State Ministry of Health (MOH).

June 23 Briefed at MOH with Dr. Olubaniyi; Mrs. Florence Tolushe, Family Planning (FP) Coordinator; Mrs. H. F. Omotosho, Deput FP Coordinator; and the Kwara State Training Team members assigned to the workshop.

Visited training site: Kwara State Staff Development Center (SDC), Ilorin.

June 24 - 26 Developed Management/Supervision (M/S) curriculum and training design, and assembled training materials for Activity #12 with training team members (Hall, Abodunrin, Ajiboye, Ibitoye and Osunaiye).

June 25 Met with Mr. Z. B. Jeminiwa, SDC Principal, to identify SDC staff who could lead discussions on specific topics during the workshop.

June 29 - July 10 Conducted M/S workshop, Activity #12, for 15 zonal supervisors.

July 13 - 16 Training team prepared workshop report.

July 17 Debriefed at MOH with Dr. Olubaniyi, Mrs. Tolushe and co-trainers.

Dr. Hall remained in Kwara State to conduct second M/S workshop, CWP Activity #13.

I. PURPOSE OF TRIP

The primary purpose of the trip was to conduct a two-week Management/Supervision (M/S) workshop for 15 family planning (FP) service providers who recently assumed roles as zonal supervisors in 12 Local Government Areas (LGAs) in Kwara State. A secondary purpose was to provide an opportunity for 4 members of the Kwara State Training Team (STT) to demonstrate M/S training skills.

II. ACCOMPLISHMENTS

- A. The M/S workshop for zonal supervisors was successfully conducted for 14 clinicians and the proposed Market Based Distribution Manager (Appendix B).
- B. The 15 participants demonstrated appropriate behavior, knowledge and skills which will enhance their effectiveness as managers and supervisors.
- C. The participants developed a number of tools which will facilitate their work including the zonal supervisor job description, Commodities Balance and Supply Form, and individual work plans.
- D. The development of a Zonal Management Plan (ZMP) based on the Kwara State Management Plan (1985) was begun. The ZMP is being developed in two parts in order to allow participants in Contract Work Plan (CWP) Activities #12 and #13 to participate in its development.
- E. Guidelines for the Zonal Supervisor Quarterly Report were agreed upon. The zonal supervisors' report will combine quantitative and qualitative information so that a comprehensive view of FP services, accomplishments, problems and needs in each zone is presented.
- F. Team building and team work were strengthened during the course of the workshop. The participants observed

and experienced the value and benefits of working together to accomplish common goals.

- G. Four co-trainers from the Kwara STT strengthened their M/S training skills.
- H. Local resource persons in M/S and program evaluation were identified and participated as discussion leaders at the workshop.
- I. Briefing and debriefing meetings were held in Kwara State with the MOH and the co-trainers and a briefing held in Lagos at the AID Affairs Office.

III. BACKGROUND

This activity is the tenth of fourteen workshops under the Kwara State Ministry of Health (MOH)/INTRAH 1987 Contract: a M/S workshop for 15 zonal supervisors.

Twelve FP service providers were appointed as zonal supervisors in November 1986. They received a one-day orientation by Mrs. Florence Tolushe, MOH FP Coordinator in February 1987. Prior to their appointment, the supervision of 86 clinical service providers and 21 community health educators was the responsibility of Mrs. Tolushe and her deputy, Mrs. H. F. Omotosho, both based in Ilorin. A number of management and implementation problems developed as a direct result of this rather extended span of control, a response to which was training in M/S.

IV. DESCRIPTION OF ACTIVITIES

The first of two M/S workshops for FP zonal supervisors began June 29, 1987 and was completed July 10, 1987. The workshop was designed to develop a cadre of middle level managers who will ensure the effective M/S of resources in their respective zones by increasing their knowledge and skills in planning, implementing and evaluating FP services and programs. The objectives of the workshop were to:

- prepare 15 FP service providers to assume managerial and supervisory roles at the zonal level;
- improve the FP management information system;
- develop the zonal supervisor's capability to monitor and evaluate the work of FP service providers;
- develop the zonal supervisor job description;
- improve the job descriptions for clinical and non-clinical FP service providers;
- develop individual work plans for zonal supervisors;
- develop a ZMP for FP services; and
- strengthen the co-trainers' M/S training skills.

The workshop was held at the Kwara State Staff Development Center (SDC). Fifteen participants, representing 10 of the 12 LGAs in Kwara State, took part. Thirteen were nurses at the senior or principal level. One participant was a staff midwife and another, a nursing sister. All were former FP service providers except one, Mrs. M. H. Mohammed, who was invited to attend the workshop in her capacity as the proposed manager of the Columbia University-sponsored Ilorin FP Market Based Distribution Program.

The first week of the workshop was devoted to M/S basic concepts and theory. The content included management process, history and theories; Nigerian system of management; role aspects of management and supervision; leadership styles; motivation; problem solving approach; development of goals and objectives; conflict resolution; and program evaluation. Several training methods were used to embrace the principles of adult and participative education including small group discussions and projects, role play, case studies, recognition, and validation of individual and

collective experiences. Emphasis was placed on the teacher-learner role of participants and co-trainers, and team work.

The second week was mainly devoted to the development of management tools and instruments which would enhance the effectiveness of the zonal supervisors. On the workshop's final day, the participants formulated recommendations to the MOH, closing ceremonies were held and the post-test and Participant Reaction Forms were completed.

Three experts in their respective fields were invited to lead discussions on the following topics:

- Effects of Cultural Environment on the Nigerian System of Management
- The Relationship of Leadership Styles and Delegation to Management and Supervision
- Issues and Methods of Evaluating Family Planning Programs

The aim of these aspects of the workshop was to identify and involve local resource persons who could be called upon to participate in future M/S workshops or refresher courses. The resource persons for the above topics were Mr. Funsho Adedokun, Chief Management Development Officer, SDC; Mr. Moses Onivehu, Vice-Principal, SDC; and Dr. Samuel Oni, Senior Lecturer, University of Ilorin, respectively.

The participants developed individual work plans to address a priority problem in their respective zones. Originally, this exercise was intended to concentrate on management related problems. However, since the zonal supervisors only devote 30% of their time to supervision functions (being service providers the majority of the time) they were allowed to choose a problem related to either function.

The development of ZMP was begun by participants in this M/S workshop and will be completed by participants in the second M/S workshop. This strategy which will enable both groups to participate in the development of this extremely important document, thereby enhancing the likelihood of its implementation. Findings by this workshop's participants included: 1) identification of problems, obstacles and resources related to the M/S of FP programs at the zonal level; 2) formulation of alternative strategies for solving the identified problems; and 3) formulation of goals and objectives for the zonal plan. Three small groups were formed with each being assigned one of the above tasks and the task of revising job descriptions of either a FP service provider, community health educator or health assistant.

Recommendations include that participants in the second M/S workshop review and, if necessary, a) modify Part I of the Zonal Management Plan (Appendix I, INTRAH Trip Report #0-443), b) develop an implementation schedule, and c) develop monitoring and evaluation protocols.

The M/S workshop was continuously evaluated through the use of "reflections" at the end of the day, "where are we?" at the beginning of the day, end-of-first week evaluation form, 3-5 minutes impromptu speaking by the participants during the second week, pre- and post-test, and the Participant Reaction Form. A debriefing was held for the MOH and co-trainers.

V. FINDING/CONCLUSIONS AND RECOMMENDATIONS

A. Administrative/Logistical Arrangements

1. Finding(s)/Conclusion(s)

The Kwara State MOH had not received INTRAH funds for the workshop before the INTRAH/IHP trainer arrived in Ilorin. The Director of Medical Services, Dr. David Olubaniyi, therefore expected the INTRAH/IHP trainer to have the funds with him. Since this was not the case, MOH obtained funds

from other sources so that the workshop could begin as scheduled.

It is noteworthy that not one of the participants mentioned this situation on their reaction forms or complained. This is a reflection of their maturity, seriousness about learning and the ability to put things into proper perspective. The reasons of course, were explained to them by Dr. Olubaniyi.

A SDC typist was engaged to assist with the volume of work which was too much for the part-time MOH typists. The former was paid a small fee by the INTRAH/IHP trainer. The MOH will provide a full-time typist for the next activities.

Recommendation(s)

INTRAH/IHP trainers should be briefed on the status of activity funding before departure from the U.S.

2. Finding(s)/Conclusion(s)

The administrative and moral support provided by Dr. Olubaniyi and Mrs. Tolushe, was very much appreciated by the participants and the co-trainers. Each administrator made at least three appearances during the workshop.

Recommendation(s)

This extraordinary support by MOH administration should be acknowledged by INTRAH/IHP.

B. Implementation of Activities

3. Finding(s)/Conclusion(s)

The combination of external and local co-trainers worked extremely well. All co-trainers contributed invaluablely to all phases of the workshop in a very professional, competent manner. The STT core trainers, Mrs. Victoria Abodunrin and Mrs. Rachael Ajiboye, commented on how meaningful their recent interstate co-training experience in Lagos State was to them. It strengthened their training skills and increased their confidence tremendously.

Recommendation(s)

The integrated training model and interstate co-training experience for very competent local trainers should be continued by INTRAH.

4. Finding(s)/Conclusion(s)

The workshop text book, Casebook for Family Planning Managers, by Korten and Korten, which was selected by the INTRAH/IHP trainer before leaving California, was discovered to be less useful than the co-trainers' resource book, On Being In Charge, by WHO. The latter is more appropriate for the background and needs of the workshop participants.

Recommendation(s)

INTRAH should send a copy of On Being In Charge to each of the 30 zonal supervisors who participate in CWP #12 and #13.

5. Finding(s)/Conclusion(s)

The participants identified a number of interrelated problems which hinder their ability to function effectively as service providers or supervisors. They include:

- an insufficient number of practicing service providers and community health educators due to transfers, advanced training, attrition, relocation of spouses, etc.;
- lack of essential equipment at service units;
- inadequate space at some service units for quality FP services; and
- the lack of transport to visit service units as frequently as desired.

The MOH is fully aware of these problems and is doing what is possible under the prevailing economic situation. The zonal supervisors are committed to a renewed effort to mobilize resources within their respective zones.

Recommendation(s)

INTRAH should consider supporting the above efforts in the following ways:

- Essential Equipment: Impress upon Africare the urgency of implementing, as soon as possible, its plan to provide essential FP equipment to deficient service units in Kwara State.

Identify other external resources which have a similar mandate.

- Manpower Development: Continue to provide financial support to MOH for training FP service providers and community health educators through the consolidation and expansion phases of the FP program.

C. Follow-up Activity

6. Finding(s)/Conclusion(s)

Since zonal supervisors function on a part-time basis (30% time), it will be necessary for them to have periodic M/S refresher courses in order to maintain and improve their present level of supervisory knowledge and skills.

Recommendation(s)

INTRAH should consider giving financial support for zonal supervisor M/S refresher courses organized by MOH. The number and intervals are to be decided in consultation with MOH.

APPENDIX A

Persons Contacted/Met

APPENDIX A

PERSONS CONTACTED/MET

Kwara State Ministry of Health

Dr. Abdulkareen IBRAHIM, Commissioner for Health
Dr. David OLUBANIYI, Director of Medical Services
Mrs. Florence TOLUSHE, Family Planning Coordinator
Mrs. H. F. OMOTOSHO, Family Planning Deputy Coordinator
Mrs. Shola OJEGBILE, Family Planning Supervisor

Kwara State Staff Development Center

Mr. Z. B. JEMINIWA, Principal
Mr. Moses ONIVEHU, Vice-President
Mr. Funsho ADEDOKUN, Chief Management Development Officer

University of Ilorin

Dr. S. ONI, Senior Lecturer, Department of Community Health
and Epidemiology

AID Affairs Office, U.S. Embassy/Lagos

Mr. Larry EICHER, Health Development Officer

Others

Professoay Ayodele TELLA, Consultant Pharmacologist, Lagos
University Teaching Hospital

APPENDIX B

Participants

APPENDIX B

PARTICIPANTS

1. Mrs. E. M. ADEJUMO
Principal Health Sister
Afon Zone
District Health Unit
Afon
2. Mrs. D. T. AGBOGUN
Senior Nursing Sister
Kogi Zone
District Health Unit
Lokoja
3. Mrs. S. A. AKURE
Principal Health Sister
Borgu Zone
District Health Unit
New-Bussa
4. Mrs. M. M. BABATUNDE
Principal Nursing Officer
Ilorin Zone
Civil Service Clinic
Ilorin
5. Mrs. R. O. BALOGUN
Principal Health Sister
Irepodun Zone
District Health Unit
Omu-Aran
6. Mrs. C. O. ELESEKU
Principal Nursing Officer
Oyi Zone
General Hospital
Mopa
7. Mrs. A. G. IBRAHEEM
Staff Midwife
Edu Zone
Basic Health Clinic
Gbalè
8. Mrs. H. A. MOHAMMED
Principal Health Sister
Proposed Manager, Market Based Distribution Program
Ilorin
9. Mrs. C. I. OMEIZA
Principal Health Sister
Okehi Zone
Basic Health Clinic
Egge

10. Mrs. F. B. OMIDIJI
Senior Nursing Officer
Ilorin Zone
Airport Clinic
Ilorin
11. Mrs. M. OMOADUA
Principal Nursing Officer
Ilorin Zone
District Health Unit
Ilorin
12. Mrs. F. A. OMODARA
Principal Nursing Officer
Ifelodun Zone
Rural Health Centre
Igbaja
13. Mrs. G. M. OLUBANIYI
Principal Health Officer
Ilorin Zone
District Health Unit
Ilorin
14. Mrs. A. I. OLUSHOLA
Nursing Sister
Moro Zone
Basic Health Centre
Ilorin
15. Mrs. M. O. OYEGOKE
Senior Nursing Sister
Ilorin Zone
Family Planning Clinic
Pakata

APPENDIX C

Pre/Post-Test Scores

APPENDIX C

Pre/Post-Tests Scores

The pre/post-test instrument (See Appendix F) is a self-assessment to determine the trainees' management/supervision knowledge and skills; and their experience with the training methods used during the workshop. The aggregate scores before and after training are presented below. None of the trainees had participated in a management/supervision course before the workshop.

<u>Subject Area</u>	Pre-Test		Post-Test		Above Ave. Increas
	Ave.& Below	Above Ave.	Ave.& Below	Above Ave.	
a. Knowledge of the management process	87%	13%	27%	73%	+ 60
b. Abilities to analyse problems	67%	33%	20%	80%	+ 47
c. Abilities to solve problems	60%	40%	13%	87%	+ 47
d. Understanding the role of FP supervisors	87%	13%	13%	87%	+ 74
e. Knowledge of motivation/needs theories	80%	20%	40%	60%	+ 40
f. Skills in conflict resolution	87%	13%	20%	80%	+ 67
g. Knowledge of personnel evaluation principles	67%	33%	33%	67%	+ 34
h. Knowledge of formulating goals and objectives	67%	33%	47%	53%	+ 20
i. Knowledge of formulating job descriptions	60%	40%	13%	87%	+ 47
<u>Training Methods</u>					
a. Large group work	53%	47%	33%	67%	+ 20
b. Small group work	73%	27%	33%	67%	+ 40
c. Case studies	93%	7%	27%	73%	+ 66
d. Brainstorming	73%	37%	40%	60%	+ 23
e. Work plan presentation	67%	33%	47%	53%	+ 20
f. Games and/or exercises	67%	33%	20%	80%	+ 47

APPENDIX D

Summary of INTRAH Participant Reaction Responses

INTRAH PARTICIPANT REACTION FORM

For each set of statements below, please check the one that best describes your feelings about this training.

1. Workshop objectives were:

- a. Very clear b. Mostly clear c. Somewhat clear d. Not very clear e. Not clear at all

| 8 | | 6 | | 1 | | | | |

2. Workshop objectives seemed to be achieved:

- a. Entirely b. Mostly c. Somewhat d. Hardly at all e. Not at all

| 4 | | 10 | | 1 | | | | |

3. With regard to workshop material (presentations, handouts, exercises) seemed to be:

- 10 a. All material was useful
5 b. Most materials were useful
___ c. Some material was useful
___ d. Little material was useful
___ e. No material was useful

4. Workshop material presented was clear and easy to follow:

- a. All the time b. More than half the time c. About half the time d. Less than half the time e. None of the time

| 11 | | 3 | | 1 | | | | |

5. The amount of material covered during the workshop was:

- | | | | | |
|--------------|----------------------|---------------------|------------------------|---------------|
| a. Too much | b. Somewhat too much | c. Just about right | d. Somewhat too little | e. Too little |
| <u> 1 </u> | <u> 2 </u> | <u> 11 </u> | <u> 1 </u> | <u> </u> |

6. The amount of time devoted to the workshop was:

- | | | | | |
|-------------|----------------------|---------------------|------------------------|---------------|
| a. Too much | b. Somewhat too much | c. Just about right | d. Somewhat too little | e. Too little |
| <u> </u> | <u> </u> | <u> 6 </u> | <u> 7 </u> | <u> 2 </u> |

7. For the work I do or am going to do, this workshop was:

- | | | | | |
|----------------|------------------|--------------------|--------------------|----------------------|
| a. Very useful | b. Mostly useful | c. Somewhat useful | d. Not very useful | e. Not useful at all |
| <u> 14 </u> | <u> 1 </u> | <u> </u> | <u> </u> | <u> </u> |

8. Possible solutions to real work problems were dealt with:

- | | | | | |
|-----------------|----------------------------|------------------------|----------------------------|---------------------|
| a. All the time | b. More than half the time | c. About half the time | d. Less than half the time | e. None of the time |
| <u> 9 </u> | <u> 6 </u> | <u> </u> | <u> </u> | <u> </u> |

9. In this workshop I learned:

- 13 a. many important and useful concepts,
 1 b. several important and useful concepts,
 1 c. some important and useful concepts,
 d. a few important and useful concepts,
 e. almost no important or useful concepts.

10. In this workshop I had an opportunity to practice:

- 14 a. many important and useful skills,
 1 b. several important and useful skills,
 c. some important and useful skills,
 d. a few important and useful skills,
 e. almost no important or useful skills.

11. Workshop facilities and arrangements were:

a. Very good b. Good c. Acceptable d. Barely acceptable e. Poor

| 8 | | 5 | | 2 | | | | |

12. The trainer/trainers for this workshop was/were:

a. Very effective b. Effective c. Somewhat effective d. Not very Effective e. Not effective at all

| 12 | | 3 | | | | | | |

13. The trainer/trainers for this workshop encouraged me to give my opinions of the course:

a. Always b. Often c. Sometimes d. Rarely e. Never

| 13 | | 1 | | 2 | | | | |

14. In providing information about my progress in training, the trainer/trainers for this workshop were:

a. Very effective b. Effective c. Somewhat effective d. Not very effective e. Not effective at all

| 11 | | 4 | | | | | | |

15. 15 a. I would recommend this workshop without hesitation,

_____ b. I would probably recommend this workshop

_____ c. I might recommend this workshop to some people

_____ d. I might not recommend this workshop

_____ e. I would not recommend this workshop.

16. Please check any of the following that you feel could have improved the workshop.

13 a. Additional time for the workshop

 b. More limited time for the workshop

 c. Use of more realistic examples and applications

4 d. More time to practice skills and techniques

3 e. More time to become familiar with theory and concepts

 f. More effective trainers

1 g. More effective group interaction

 h. Different training site or location

1 i. More preparation time outside the training sessions

1 j. More time spent in actual training activities

1 k. Concentration on a more limited and specific topic

1 l. Consideration of a broader and more comprehensive topic

 m. Other (specify) _____

17. Below are several topics that were presented in the workshop. Please indicate the usefulness of the topics to you in the scale at right.

	very useful					hardly useful				
	1	2	3	4	5	1	2	3	4	5
1 Management Theories/History	14	1								
2 a. Effects of cultural Environment on Management	12	3								
3 b. Leadership Styles & Delegation	11	4								
4 c. Motivation/Co-ordination/Monitoring	12	3								
5 d. Problem Solving	13	2								
6 e. Goals and Objectives	13	2								
7 f. Conflict Resolution	14	1								
8 g. Data Collection	12	3								
9 h. Job Description	13	2								
10 i. Workplan Development	13	1	1							
11 j. Program/Personnel Evaluation	11	4								
12. Ndomo/Guadelupe Case Studies	8	5	2							

18. For the following techniques or resources, please check the box on the right that best describes your view of their usefulness for your learning in this workshop.

Techniques/ Resources	very useful					hardly useful					does not apply 6
	1	2	3	4	5	1	2	3	4	5	
a. lectures	14	1									<input type="checkbox"/>
b. group discussions	14	1									<input type="checkbox"/>
c. individual exercises	8	6	1								<input type="checkbox"/>
d. group exercises	13	2									<input type="checkbox"/>
e. clinical sessions											15
f. field trips											15
g. handouts/readings	14	1									<input type="checkbox"/>
h. books	13	1	1								<input type="checkbox"/>
i. audio-visuals	12	3									<input type="checkbox"/>

19. From the list below, please indicate the three (3) areas in which you feel additional training in a future course would be most useful to you.

1 a. Counselling and/or client education

1 b. Provision of Clinical Methods (IUDs, pills, diaphragms, injections)

_____ c. Provision of Non-clinical Methods (condoms, foaming tablets, foam)

8 d. Provision of Natural Family Planning Methods (rhythm, sympto-thermal, mucous)

1 e. Supervision of Family Planning Services

4 f. Management of Family Planning Service System

_____ g. Planning/Evaluation of Family Planning Services

13 h. Policy Making/Direction of Family Planning Services

13 i. Community Based Distribution of Contraceptives

4 j. Community Based Outreach, Education or Information

_____ k. In-Service Training in Family Planning

1 l. Pre-Service Teaching/Tutoring in Family Planning

_____ m. Other (specify) _____

20. Additional Comments: _____

Feel free to sign your name. (Optional)

May, 1985

W

APPENDIX F

Pre/Post-Instrument

CHILD SPACING AND FAMILY PLANNING

WORKSHOP: MANAGEMENT AND SUPERVISION OF MCH/FP PROGRAMS+

PRE/POST WORKSHOP ASSESSMENT

NAME:

DATE:

This form is intended to enable the trainers to understand the experience and training you have already had in subjects relating to MCH/FP management. It also provides the trainer with post - workshop information as to any changes in the levels of knowledge or skills which may have increased during the workshop. Your assistance in filling out this form pre-and post workshop is appreciated.

1. Have you participated in any courses and FP management and/on management before this one?

YES _____ NO _____

If yes, please name the course and indicate its length

COURSE	LENGTH
_____	_____
_____	_____
_____	_____

2. Please circle the number (1,2,3,4, and 5) which indicates your own assessment of our present skills and knowledge in each subject area.

2.1 SUBJECT AREA	NONE OR POOR	FAIR	AVERAGE	GOOD	EXCELLENT
a. Knowledge of management process	1	2	3	4	5
b. Abilities to analyse problems	1	2	3	4	5
c. Abilities to solve problems	1	2	3	4	5
d. Understanding of the role of FP Supervisors	1	2	3	4	5
e. Knowledge of motivation/needs theories	1	2	3	4	5
f. Skills in conflict resolution	1	2	3	4	5

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- g. Knowledge of personnel evaluation principles 1 2 3 4 5
- h. Knowledge of formulating goals and objectives 1 2 3 4 5
- i. Knowledge of formulation of job descriptions 1 2 3 4 5

Please circle the numbers (1,2,3,4,5) which indicates your experience in the following areas.

2.2	<u>TRAINING METHODS</u>	<u>NONE OF POOR</u>	<u>FAIR</u>	<u>AVERAGE</u>	<u>GOOD</u>	<u>EXCELLENT</u>
a.	Large group work			3	4	5
b.	Small group work			3	4	5
c.	Case studies			3	4	5
d.	Brainstorming			3	4	5
e.	Work plan presentation			3	4	5
f.	Games and/or exercises			3	4	5