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TRIP REPORT B - # 219-1
and 2

Travelers: Mr. Jawara Lumumba, INTRAH
Consultant (TRG)

Mr. Lee Jennings, INTRAH
Consultant (TRG)

Country Visited: Uganda

Date of Trip: April 18 - May 19, 1992

Purpose: To plan and conduct a Basic
Training Skills workshop for 23
family planning and maternal
health trainers from Tanzania and
Uganda, April 27 - May 15, 1992.

Program for International Training in Health

PAC IIb

**University of North Carolina at Chapel Hill
Chapel Hill, North Carolina 27514 USA**

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***On file with INTRAH/Nairobi**

EXECUTIVE SUMMARY

A three-week Basic Training Skills workshop for 23 family planning and maternal health trainers from Tanzania (7 who were SEATS-sponsored), and Uganda (16) was conducted April 27 - May 15, 1992, at the Fairway Hotel in Kampala, Uganda by INTRAH Consultants Mr. Lee Jennings and Mr. Jawara Lumumba of the Training Resources Group (TRG) of Alexandria, Virginia. They were assisted by the INTRAH Resident Clinical Consultant Ms. Stembile Matatu, the Training Coordinator of the Ministry of Health (MOH) MCH/FP Division Mrs. Rachel Rushota and MOH MCH/FP Master Trainer Ms. Lucy Asaba.

The 23 participants acquired basic skills to design and deliver training activities, and prepared back-home application plans.

Major recommendations were:

- INTRAH/Nairobi should review participants' application plans which are on file during planning of follow-up visits.
- INTRAH, the Ministries of Health in Uganda and Tanzania, UNFPA and other involved cooperating agencies (CAs) should use the 7-step experiential training observer checklist in follow-up and impact evaluation of the workshop.
- INTRAH should consider developing an advanced-level workshop to help workshop participants design, deliver and evaluate multi-session training courses with several content themes and a variety of techniques integrated into the curriculum.
- USAID/Uganda should consider funding a Collaborative Review and Coordinated Planning workshop in Uganda that would bring together representatives of all major donors, CAs and local organizations involved in expanding and improving MCH/FP services.

Briefings and debriefings were conducted with USAID/Uganda and MOH/Uganda. A debriefing was also conducted with REDSO/ESA in Nairobi.

SCHEDULE OF ACTIVITIES

- April 18** Mr. Lee Jennings and Mr. Jawara Lumumba departed from Dulles Airport in Washington, DC, at 6:30 pm.
- April 20** Arrived in Nairobi at 7:00 am.

Briefed at the Hilton Hotel in Nairobi with Miss Pauline Muhuhu, INTRAH Regional Director for Anglophone Africa.
- April 21** Briefed at INTRAH/Nairobi with Miss Muhuhu and Mrs. Jedida Wachira, Deputy Regional Director.
- April 22** Departed Nairobi and arrived in Kampala.
- April 23** Briefed with Mr. David M. Puckett, USAID/ Uganda Technical Advisor for Child Survival; Mrs. Rachel Rushota, Training Coordinator of the MOH MCH/FP Division; Ms. Stembile Matatu, INTRAH Resident Clinical Consultant to the MOH MCH/FP Division; and Dr. Florence Ebanyat, Assistant Director of Medical Services (ADMS) of the MOH MCH/FP Division.

Met with Ms. Cynthia L. Carlson, CARE/Uganda Assistant Country Director.
- April 24** Met with Ms. Sandy Buffington, Uganda Life Saving Skills Program Resident Advisor, and Ms. Lucy Asaba and Mrs. Mary Luyombya, MOH MCH/FP Master Trainers.
- April 24-26** Prepared for the workshop.
- April 27-
May 15** Conducted the workshop.
- May 14** Debriefed with Mr. Puckett.
- May 15** Debriefed with Dr. Ebanyat.
- May 16** Departed Entebbe at 5:00 pm and arrived in Nairobi at 6:00 pm.
- May 18** Debriefed at REDSO/ESA with Ms. Margaret Neuse, Regional Population Officer.

Debriefed at INTRAH/Nairobi with Mrs. Wachira.
- May 19** Departed Nairobi at 12:00 am.

LIST OF ABBREVIATIONS

ADMS	Assistant Director of Medical Services
DDMS	Deputy Director of Medical Services
EFHS	Expanded Family Health Services Project
GOU	Government of Uganda
MTT	Master Training Team
TRG	Training Resources Group, Inc.
UNC/CH	University of North Carolina at Chapel Hill
UPMA	Uganda Private Midwives Association

I. PURPOSE OF TRIP

The purpose of the trip was to plan and conduct a Basic Training Skills workshop for 23 family planning and maternal health trainers from Tanzania (7) who were SEATS-sponsored, and Uganda (16), April 27- May 15, 1992, in Kampala, Uganda.

II. ACCOMPLISHMENTS

- A. The 23 participants (7 Tanzanians and 16 Ugandans) acquired basic skills needed to design and deliver training activities and successfully demonstrated their ability to design and co-train two 60-minute training sessions using a 7-step experiential learning model. Each participant received a copy of the session plans and of the observers' feedback to them.
- B. Participants in roles of either training managers or training consultants developed five one-week training program plans for upcoming FP or MH training activities to be implemented by participants in Tanzania or Uganda.
- C. Participants developed back-home plans for applying their acquired skills and knowledge both as individuals and as members of training teams.
- D. Representatives of two major donors (USAID and UNFPA) and three CAS (CARE, Mother Care and SEATS/UPMA) attended the closing ceremony. The MOH/Uganda First Deputy Director of Medical Services was the guest of honor and distributed certificates of attendance.
- E. Briefings and debriefings were conducted with USAID/ Uganda and MOH/Uganda. A debriefing was also held with REDSO/ESA in Nairobi.

III. BACKGROUND

Since one of the major goals of PAC IIB is the institutionalization of training capability and capacity in PAC IIB-assisted countries, INTRAH/Nairobi planned to conduct a regional Basic Training Skills workshop in Nairobi. But, since the number of potential participants was greatest from Uganda, it was decided to conduct the workshop in Kampala and to include Tanzanians who would be involved in INTRAH-assisted training through the MOH/USAID project.

IV. DESCRIPTION OF ACTIVITIES

A. INTRAH Consultants Mr. Lee Jennings and Mr. Jawara Lumumba of TRG of Alexandria, Virginia, worked with TRG's INTRAH Project Manager Mr. Graeme Frelick to adapt a basic TRG training of trainers training design and materials for Uganda. They spent two days (April 15-16, 1992) in a team planning meeting designed to clarify the assignment and agree on specific roles and responsibilities, and put together the participant binders complete with the readings for each subject to be covered and organized the 40 handouts for the workshop.

INTRAH Regional Director for Anglophone Africa Miss Pauline Muhuhu briefed the INTRAH consultants at the Hilton Hotel in Nairobi, and on the following day, Miss Muhuhu and the INTRAH Deputy Regional Director for Anglophone Africa, Mrs. Jedida Wachira, continued the briefing at INTRAH/Nairobi.

After arrival in Uganda on April 22, the INTRAH consultants were briefed by Ms. Stembile Matatu, INTRAH Resident Clinical Consultant, Mrs. Rachel Rushota, Training Coordinator of the MOH MCH/FP Division, and Dr. Florence Ebanyat, ADMS of the MOH MCH/FP Division.

During the week the team interviewed the following persons:

- Ms. Cynthia Carlson, Assistant Country Director of CARE/Uganda;
- Ms. Sandy Buffington, Resident Advisor, Uganda Life Saving Skills Program of the USAID-funded, JSI-implemented Mother Care Project; and
- Ms. Lucy Asaba and Mrs. Mary Luyombya, MOH MCH/FP Master Trainers

The trainers, accompanied by Ms. Matatu and Mrs. Rushota, briefed at USAID/Uganda with Mr. David Puckett, Technical Advisor for Child Survival, on April 23, 1992. The rest of the week was spent in final preparation at the workshop site, the Fairway Hotel in Kampala.

- B. The workshop was opened by Dr. Jack Jagwe, Deputy Director of Medical Services (DDMS) of the MOH, and Dr. Ebanyat. The WHO MCH Technical Advisor, Dr. S. N. Darfoor, also attended the opening ceremony, which was covered by Uganda television.

Daily working hours for the workshop were from 8:30 am to 1:00 pm and 2:30 pm to 6:30 pm with morning and afternoon tea breaks. This schedule was followed Monday to Friday for each of the three weeks.

Twenty-three participants attended the workshop, 16 from Uganda and 7 from Tanzania. The 16 Ugandan participants included 10 nurse-midwives, 5 midwives and 1 social worker/project manager. Two were from the MOH FP/MH MTT, 3 were from the MOH/UNFPA Improvement of District MCH/FP Services Project, 2 were from the CARE/Uganda Community Reproductive Health Project, 3 were from the Mother Care Project Life Saving Skills Program, 3 were from the SEATS/UPMA FP Project, and 3 were from the MCH/FP service providers who are potential MTT trainers.

The 7 Tanzanian participants, who were financially supported by SEATS, included 2 medical doctors, 2 nurse midwives, 1 female nursing officer and 2 male nursing officers. Four of the Tanzanians were members of the Coast Region MCH/FP Training Team and the other 3 will work with a Central MOH FP/MH Training Team in Dar es Salaam.

C. Methodology

The experiential learning model served as the workshop framework. Participants learned to develop experiential training sessions that included seven steps:

- 1 Climate setting/introduction
- 2 Goal and session objectives
- 3 Experience/activity
- 4 Processing/reactions to activity
- 5 Generalization of learnings
- 6 Applying the learnings
- 7 Closure

Training techniques that were presented and practiced included: case study, short presentations, demonstrations, role play, and use of indigenous interactive methods.

The last week of the workshop was devoted to a simulation during which participants developed one-week training activities following a basic four-stage training model:

- Stage 1: Assessing training needs
- Stage 2: Training program development
- Stage 3: Managing training delivery
- Stage 4: Evaluation of training

The seven planning questions for FP training from the 1992 INTRAH Appointment Calendar for Trainers were practiced during the simulation.

D. **Venue**

The Fairway Hotel in Kampala was the site of the workshop. Plenary sessions were held in a bright, airy classroom on the third floor of the hotel that was quite adequate for the fan-shaped seating arrangement. An adjoining smaller classroom served as a second practice training room when participants co-trained 60-minute sessions for two days each during the first and second weeks of training.

Participants had no problems with the room and food arrangements at the Fairway Hotel. They appreciated the central location of the site. The hotel staff were most accommodating and provided prompt service for the morning and afternoon tea breaks as well as for breakfast and lunch.

E. **Trainers**

The workshop trainers were INTRAH Consultants Mr. Lee Jennings and Mr. Jawara Lumumba of TRG in Alexandria, Virginia. They were assisted throughout the workshop by the INTRAH Resident Clinical Consultant Ms. Stembile Matatu and the Training Coordinator of the MOH MCH/FP Division Mrs. Rachel Rushota. Ms. Lucy Asaba, MOH MCH/FP Master Trainer, also provided assistance during the practice training sessions.

F. **Evaluation**

The summary of participant reaction responses in Appendix C indicates the high level of participant satisfaction with the conduct, content and results of the workshop. The majority felt that the workshop objectives were achieved and that all the sessions were relevant and useful for their future work.

G. **Problems Encountered**

No major problems were encountered except that only 21 copies of the book Instructing for Adults had been purchased, because the number of participants originally was 21.

H. **Trainers' Debriefings**

Scheduled trainers' debriefings were held in Kampala with Mr. Puckett at USAID/Uganda and with Dr. Ebanyat at the Fairway Hotel. Debriefings were held in Nairobi with Mrs. Wachira at INTRAH/Nairobi and at REDSO/ESA with Ms. Margaret Neuse, Regional Population Officer.

The major emphasis of these debriefings was support for the recommendations contained in this report, especially follow-up visits to the participants; consideration of an advanced-level workshop; and consideration of a Collaborative Review and Coordinated Planning workshop in Uganda for national organizations and the international donors and CAS working to improve FP/MH services.

V. **MAJOR FINDINGS AND RECOMMENDATIONS**

1. **Finding**

Administrative and logistical arrangements made by the Training Coordinator of the MOH MCH/FP Division were well done both before and during the workshop.

Recommendation

INTRAH and MOH/Uganda should continue to provide comprehensive administrative and logistical support to the training activities to insure maximum attention to the attainment of workshop objectives by participants and trainers.

2. **Finding**

The organization-specific application plans on file at MOH/Uganda and INTRAH/Nairobi were well thought out and fairly detailed.

Recommendation

INTRAH/Nairobi and the INTRAH Resident Clinical Consultant in Uganda should consider participants' application plans from this workshop in planning follow-up visits to provide continued opportunities for feedback and coaching of workshop participants.

3. **Finding**

The 7-step observer checklist was quite helpful for giving specific feedback to participants during their practice training sessions.

Recommendation

INTRAH, the Ministries of Health in Uganda and Tanzania, UNFPA and other involved CAs (CARE, Mother Care and SEATS/UPMA) should use the 7-step experiential training observer checklist in follow-up and impact evaluation of the workshop.

4. **Finding**

Participants have acquired basic skills needed to design and deliver training activities.

Recommendation

INTRAH should consider developing an advanced-level design, delivery and evaluation workshop to help participants design, deliver and evaluate multi-session training courses with several content themes and a variety of techniques integrated into the curriculum.

5. **Finding**

The CAs whose project-level trainers were in this workshop were grateful for the opportunity this workshop provided. The MOH/Uganda has a major challenge coordinating all the FP/MH service improvement efforts.

Recommendation

USAID/Uganda should consider funding a Collaborative Review and Coordinated Planning workshop in Uganda that would bring together representatives of all major donors, CAs and national organizations involved in expanding and

improving MCH/FP services. The workshop would build on agreements reached during the March 1991 Project Start-Up workshop for the USAID-financed MOH/INTRAH FP/MH Improvement Project (see Trip Report B-#147-1 and 2).

APPENDIX A

Persons Contacted/Met

APPENDIX A

Persons Contacted/Met

USAID/Uganda

Ms. Joan LAROSA, Health/Population Officer
Mr. David M. PUCKETT, Technical Advisor for Child Survival

Ministry of Health

Dr. Jack JAGWE, Deputy Director of Medical Services
Dr. Joseph KYABAGGU, First Deputy Director of Medical Services
Dr. Florence EBANYAT, Assistant Director of Medical Services, MCH/FP Division
Mrs. Rachel RUSHOTA, Training Coordinator, MCH/FP Division
Ms. Stembile MATETU, INTRAH Resident Clinical Consultant to the MCH/FP Division
Ms. Lucy ASABA, MCH/FP Master Trainer
Mrs. Mary LUYOMBYA, MCH/FP Master Trainer

SEATS

Ms. Joy AWORI, Resident Technical Advisor

REDSO/ESA

Ms. Margaret NEUSE, Regional Population Officer

INTRAH/Nairobi

Miss Pauline MUHUHU, Regional Director
Mrs. Jedida WACHIRA, Deputy Regional Director

CARE/Uganda

Ms. Cynthia L. CARLSON, Assistant Country Director

UNFPA/WHO

Dr. S. N. DARFOOR, WHO MCH Technical Advisor

Mother Care/American College of Nurse Midwives

Ms. Sandy BUFFINGTON, Resident Advisor, Uganda Life Saving Skills Program

APPENDIX B

List of Participants

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A P P E N D I X B

LIST OF PARTICIPANTS

1. Ms. Margaret AKURUT
Midwife
Family Planning Provider
Buselwe Hospital
P O Box 478,
TORORO, UGANDA.
2. Mrs. Martha BEKIITA
Registered Nurse Midwife
District Health Visitor
DMO Kabale District
P O Box 181,
KABALE, UGANDA.
3. Mrs. Grace CHUWA
Nurse-Midwife
Public Health Nurse
Kisarawe District Hospital
P O Box 28002,
KISARAWA
Coast Region, TANZANIA.
4. Ms. Alice EBITU
Nurse Midwife
Nursing Officer
Jinja Hospital
P O Box 43,
JINJA, UGANDA.
5. Mr. Maurice HIZA
Nurse-Social Worker
Central Team FP Trainer
FP Unit, MOH,
P O Box 9083,
DAR-ES-SALAAM, TANZANIA.
6. Mrs. Rebecca KAKOOZA
Nurse-Midwife
Associate Director Training
UPMA/FP Project
P O Box 30962,
NAKIVUBO, UGANDA.
7. Dr. Victoria KIPENDI
Medical Doctor
Kisarawe District Hospital
P O Box 28002,
KISARAWA
Coast Region, TANZANIA.

8. Ms. Kirokisu Peninah ISINGOMA
Nurse-Midwife
Nursing Officer Grade II
Hoima Hospital
P O Box 5,
HOIMA, UGANDA.
9. Mrs. Martrine Elizabeth KIYUBA
Midwife
Nursing Officer
Jinja Hospital
P O Box 43,
JINJA, UGANDA.
10. Mrs. Rose T. MAPUNDA
Nursing Officer/Social Worker
Central Training Team
FP Unit, MCH,
P O Box 9083,
DAR-ES-SALAAM, TANZANIA.
11. Mrs. Joan Eva MBOIJANA

Registered Midwife
Grade "A" Hospital
P O Box 8,
ENTEBBE, UGANDA.
12. Dr. Maneno MLAWA
Medical Doctor
Kibaha Hospital
P O Box 30041,
KIBAHA
Coast Region, TANZANIA.
13. Mrs. Jane MUBANGIZI
Nurse-Midwife
Registered Nurse/Midwife/FP Provider
Kitagata Hospital
P O Box 92,
MAREMBO
Bushenyi District, UGANDA.
14. Mrs. Jennifer MUKOLWE
Social Science Degrees
Project Manager
CARE International
P O Box 7280,
KAMPALA, UGANDA.

15. Mrs. Florence Lubwama MUSOKE
Midwife
Trainer
UPMA/FP Project,
P O Box 30962,
NAKIVUBO-KAMPALA, UGANDA.
16. Mrs. Renalda R. NDOÑO
Nurse-Midwife/Nurse-Tutor
Central Training Team
FP Unit, MOH,
P O Box 9083,
DAR-ES-SALAAM, TANZANIA.
17. Ms. Grace OJIROT
Nurse-Midwife
FP/MH Trainer
MOH, MCH/FP Division
P O Box 8,
ENTEebbe, UGANDA.
18. Mrs. Anne Mary OTTO
Nurse-Midwife
Training Co-ordinator
Uganda Life Saving Skills Programme
P O Box 40297,
NAKAWA, KAMPALA, UGANDA.
19. Mr. Abdallah SOBO
Nurse-Psychiatric Certificate
Nursing Officer
Kisarawe Government Hospital
P O Box 28002,
KISARAWÉ
Coast Region, TANZANIA.
20. Ms. Rehema SEMPEREZA
Midwife
Trainer
UPMA/FP Project
P O Box 30962,
NAKIVUBO-KAMPALA, UGANDA.
21. Mrs. Regina SSENDI
Nurse-Midwife

Mulago Hospital
P O Box 7051
KAMPALA, UGANDA.

22. Ms. Kellen TUNUHAIRWE
Nurse-Midwife
Nursing Officer/FP Service Provider
Mulago Hospital FP Clinic
P O Box 7051,
KAMPALA, UGANDA.

23. Mrs. Grace WERE-MUHWANA
Nurse-Midwife
FP/MH Trainer
MOH, MCH/FP Division
P O Box 8,
ENTEBBE, UGANDA.

APPENDIX C

Summary of Participant Reaction Responses

APPENDIX C
SUMMARY OF PARTICIPANT REACTION FORMS

page 1

Activity title BASIC TRAINING SKILLS

Date of Activity 2714-1515192

INTRAH PARTICIPANT REACTION FORM

The purpose of this form is to give trainers information about the quality of this training activity.

For each set of statements below, please check the response that best describes your feelings or reactions about this aspect of the training.

1. Workshop objectives were clear and were achieved.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: _____

2. Both the amount of content covered and the length of the workshop were about right.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: _____

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3. This workshop was directly related to the work I do or am going to do.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: _____

4. Possible solutions to my real work problems were dealt with in this workshop.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: _____

5. Workshop facilities and arrangements were quite satisfactory.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: _____

6a. The trainer(s)/preceptor(s) for this workshop was/were effective in helping me to learn and apply concepts and skills.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: _____

6b. The practice sessions of this workshop helped me to apply concepts and learnings.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: _____

If applicable:

6c. The field practice sessions of this workshop helped me to achieve competence and confidence in performing the skills and techniques contained in the learning objectives for the workshop.

5. Strongly Agree	4. Agree	3. Undecided	2. Disagree	1. Strongly Disagree
<input type="checkbox"/>				

Please explain: _____

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

- 2 a. Use of more realistic examples and applications
- 12 b. More time to practice skills and techniques
- 3 c. More time to discuss theory and concepts
- 2 d. More effective trainers
- 1 e. More effective group interaction
- 1 f. Different training site or location
- 4 g. More time to prepare for training sessions
- 2 h. Focus on more limited and specific topic(s)
- 0 i. Focus on a broader and more comprehensive topic
- 1 j. Other (specify) More practice on Training Program Development.

Please explain: _____

8. Below are major topics that were presented in the workshop. Please indicate the usefulness of the topics to your work in the scale at right.

Trainers: Please be sure to fill in topics before administering this form.

	5	4	3	2	1
	very				not at all
	useful				useful
a. <u>Principles of Adult Educ./ELC</u>	22				
b. <u>Communication/Facilitation Skills</u>	23				
c. <u>Case Study Technique</u>	20	3			
d. <u>Demonstration Technique</u>	23				
e. <u>Practice Training I</u>	21	1	1		
f. <u>Role Play Technique</u>	22	1			
g. <u>Other Training Techniques</u>	20	2	1		
h. <u>Practice Training II</u>	23				
i. <u>INTRAH 7 Questions for FP Training</u>	22				
j. <u>Simulation: Training Program Development</u>	21	2			
k. <u>Presentation of Training Plans</u>	23				
l. <u>Individual Application Plans</u>	21	2			
m. <u>Group Application Plans</u>	23				

Please comment:

9. Below are training materials used during the workshop. Please indicate how well each contributed to your understanding or learning:

Trainers: Please list by title, or refer to the specific session, the handout/material about which you would like feedback.

	5	4	3	2	1
	very				not at all
	well				well
a. <u>Reading File (3-hole binder)</u>	20	3 3			
b. <u>Learning Journals</u>	21	22			
c. <u>Pre-prepared Handouts</u>	22	1			
d. <u>Pre-prepared Flipcharts</u>	20	2			
e. <u>Participant Prepared Session Plans</u>	22	1			
f. <u>7 Step Observation Checklist</u>	19	4			
g. <u>7 INTRAH Planning Questions</u>	22				

10. Below are training materials used during the workshop. Please tick off which of these you plan to use in your work situation or share with colleagues:

Trainers: Please list by title or refer to by session, those materials about which you are seeking feedback.

	<u>Plan to use/share</u>
a. <u>7 Steps Observation Checklist</u>	<u>23</u>
b. <u>FB Guidelines</u>	<u>23</u>
c. <u>Case Study Technique</u>	<u>22</u>
d. <u>Demonstration Technique</u>	<u>23</u>
e. <u>Role Play Technique</u>	<u>23</u>
f. <u>Other Training Techniques</u>	<u>23</u>
g. <u>7 INTRAH Planning Questions</u>	<u>23</u>

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11. For the following training methods/techniques, please check the box on the right that best describes your view of their usefulness for your learning in this workshop.

Trainers: Below, please add methods/techniques on which you want feedback; please cross out those methods that do not apply.

<u>Training Methods/ Techniques</u>	5	4	3	2	1	does not not apply
	very useful				not useful	
a. lecturettes	19	4				
b. group discussions	22	1				
c. individual exercises	14	9				
d. group exercises	22					
e. field trips						X
f. process reviews	23					
g. demonstrations	23					
h. <u>Case Study</u>	22					
i. <u>Role Play</u>	22					

12. Materials or training methods/techniques that were not suitable for your country, please list them and explain why they were not suitable.

13. Additional Comments:

Feel free to sign your name. (Optional)

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APPENDIX D

Workshop Objectives

A P P E N D I X P

WORKSHOP OBJECTIVES

INTRAH

BASIC TRAINING SKILLS WORKSHOP

April 27 – May 15, 1992

**Fairway Hotel
Kampala, Uganda**

Goals: To prepare trainers capable of planning, conducting and evaluating a training activity.

General Objectives:

The workshop will prepare the participants to:

1. Plan and deliver training that imparts knowledge and skills to family planning workers using a variety of participatory training methods and techniques.
2. Assess a training activity, and trainees at the time of training.
3. Document essential information regarding a training activity.

Workshop Objectives:

By the end of the workshop, participants will be able to:

- use basic principles of adult education in planning and conducting a training event;
- use the 7 Planning questions illustrated in the 1992 INTRAH Calendar in addition to the key elements for preparing and planning a training activity (selecting a site; communicating with learners; preparing equipment, materials, and oneself);
- demonstrate ability to set and maintain a learning climate;
- demonstrate communication skills for training (asking questions, listening, paraphrasing, summarizing, giving and receiving feedback);

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- **select and use the following participatory training methods and techniques: demonstration, role play, group discussion, case studies and reading/preparation assignments;**
- **prepare and deliver short training sessions using the experiential learning cycle;**
- **prepare and use evaluation tools to assess learning, training methods and techniques and materials;**
- **identify essential and important information about training that should be recorded and documented;**
- **demonstrate ability to report on a training activity incorporating the purpose of the training, major knowledge and skill areas acquired, problems encountered and recommendations for improvement;**
- **prepare a plan to apply the learnings based on the respective country training plans.**

APPENDIX E
Workshop Schedule

Basic Training Skills Workshop
Fairway Hotel, Kampala, Uganda, April 27 – 15, 1992

Week 1

	Day 1	Day 2	Day 3	Day 4	Day 5
8:00	Opening Session <ul style="list-style-type: none"> • Introductions • Getting Acquainted • Expectations • Workshop Objectives & Schedule • Norms • Pre-Test • Logistics • Biodata 	Communication <ul style="list-style-type: none"> • Facilitation Skills • Giving and Receiving Feedback 	Demonstration Session <ul style="list-style-type: none"> • How to conduct a demonstration Introduction to Practice Training	Practice Training Round One	Practice Training Round Two
12:30	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
2:00	Principles of Adult Education <ul style="list-style-type: none"> • <u>Instructing for Results</u> Experiential Cycle <ul style="list-style-type: none"> • 7 Step Session Model 	Case Study Session <ul style="list-style-type: none"> • How to Deliver a Case Study 	Preparation for Practice Training	Practice Training Round One	Practice Training Round One
5:30					Review of Week 1

WORKSHOP SCHEDULE

APPENDIX E

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Basic Training Skills Workshop
Fairway Hotel, Kampala, Uganda, April 27 - 1st, 1992

Week 2

	Day 1	Day 2	Day 3	Day 4	Day 5
8:00	Welcome Back Role Play Session <ul style="list-style-type: none"> • How to Deliver a Role Play 	Other Training Techniques Introduction to Practice Training	Practice Training Round Two	Practice Training Round Two	1 2 3 4 5 6 7 Planning Questions for FP Training INTRAH Appointment Calendar for Training 1992
12:30	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
2:00	Other Training Techniques	Preparation for Practice Training	Practice Training Round Two	Practice Training Round Two	Review of Week 2
5:30				Open Forum	

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Basic Training Skills Workshop
Fairway Hotel, Kampala, Uganda, April 27 - 1st, 1992

Week 3

	Day 1	Day 2	Day 3	Day 4	Day 5
8:00	Simulation of How To Develop and Manage a Training Program 1. Conceptual Overview	2. Continue 3. Initial Training Program Development	3. Continue 4. Managing Training Program Delivery	5. Continue	7. Presentation of Training Plans End Simulation
12:30	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
2:00	2. Assessing Training Needs	3. Continue	5. Evaluation of Training	6. Preparation of Training Plans	Application Planning Post Test INTRAH Reaction Form
5:30					Closing Ceremony

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APPENDIX F

List of Workshop Handouts

APPENDIX F: HANDOUTS FOR BASIC SKILLS TRAINING
WORKSHOP

<u>Handout No.</u>	<u>Title</u>
1.	Training Style Inventory
2.	Training Style Inventory Score Sheet
3.	Trainer's Observer Checklist
4.	Journal: Adult Education and Experiential Learning
5.	Telephone Exercise
6.	Guidelines For Giving Feedback
7.	Helping Others Give Feedback
8.	Feedback Situation I : Ahmed
9.	Feedback Situation I : Mohamed
10.	Feedback Situation II : Division Director
11.	Feedback Situation II : Mohamed
12.	Journal: Facilitation and Communication Skills
13.	Case Study Demonstrations : Njoki
14.	Case Study Demonstrations : Rebecca
15.	Journal : Case Study Writing and Delivery
16.	Journal : Demonstrations
17.	Journal : Role Play Writing and Delivery
18.	The Experiential Lecturette: What It Is
19.	The Experiential Lecturette: What You Need To Think About
20.	Journal : Other Training Techniques
21.	Journal : Managing Small Groups
22.	Journal : Practice Training Round I
23.	Journal : Practice Training Round II
24.	Journal : Simulation

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<u>Handout No.</u>	<u>Title</u>
25.	Simulation: Action Planning Journal
26.	Needs Assessment Questions (1)
27.	Pre-Needs Assessment Checklist (2)
28.	Assessing Training Needs Overview (3)
29.	Practice Interview (4)
30.	Interviewing Procedures
31.	Interviewing Probing Questions
32.	Needs Assessment Interview Questions
33.	Developing Training Programme Designs
34.	Selecting Training Activities
35.	Problem Solving Worksheet
36.	Evaluation: Four Basic Areas
37.	Evaluation Methods
38.	Pre And Post Instrument for Knowledge
39.	Pre/Post Test Instrument Answer Key
40.	Action Planning Document