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TRIP REPORT B - # ³⁹⁶⁻¹ and 2

Travelers: Mrs. Florence Githiori,
INTRAH Consultant

Country Visited: Uganda

Date of Trip: September 24 - October 16, 1993

Purpose: To plan, conduct and evaluate a basic training skills workshop, September 27 - October 15, 1993, activity #40 of the INTRAH/MOH subcontract workplan.

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 at INTRAH/Nairobi

EXECUTIVE SUMMARY

From September 27 - October 15, 1993, INTRAH Consultant Mrs. Florence Githiori and Ms. Lucy Asaba, Mrs. Mary Luyombya and Mrs. Joan Mboijana, master trainers from the Ministry of Health MCH/FP Division in Uganda, conducted a 3-week basic training skills workshop in Kampala. Fourteen participants attended the workshop including nine from six districts under the INTRAH/MOH project, three from Busoga Diocese and 2 from the Family Planning Association of Kenya. The workshop is activity #40 of the INTRAH/MOH subcontract workplan.

Major accomplishments were:

- The participants were oriented to the Uganda National Service Policy Guidelines for FP/MH Service Delivery and to the Trainers' Reference Libraries (TRLs) and Clinicians' Reference Libraries (CRLs) in terms of their availability and accessibility in the districts and how they can be used.
- The participants acquired basic training skills to plan, conduct, evaluate and document training activities for FP/MH service providers. They acquired capability in delivering sessions using the seven steps of the experiential learning model and participatory training methods including demonstration, role play, case study, small group discussion and lecturette.
- The participants developed backhome application plans based on workshop learnings.

Major recommendations were:

- The MCH/FP Division Assistant Commissioner of Medical Services (ACMS) should issue information circulars about the locations and uses of the CRLs.
- In the future, participants to basic training skills workshops for clinicians should be selected from among those who provide FP services to clients.

Briefings and debriefings were held at USAID/Kampala and the MOH.

SCHEDULE OF ACTIVITIES

September 20-23 Planned for the workshop in Nairobi and communicated to the MTTs in Uganda via Ms. Lucy Asaba by telephone.

September 24 Departed for Kampala.

September 25 In-country planning with MOH MCH/FP Division MTTs Ms. Asaba, Mrs. Mary Luyombya and Mrs. Joan Mboijana.

**September 27 -
October 15** Conducted the workshop.

September 30 Briefed with Mr. David Puckett, USAID/Kampala Technical Advisor for Child Survival (TACS), on the workshop objectives, assignment description and progress made during the first 4 days of the workshop.

October 4 Briefed with Mrs. Rachel Rushota, MOH MCH/FP Division Training Coordinator, on the progress of the workshop.

October 5 Briefed with Mr. Fred Katumba, Acting ACMS of the MOH MCH/FP Division, on workshop objectives, the assignment description and progress of the workshop.

October 6 Paid a courtesy call to Dr. David Kihumuro Apuli, the newly-appointed MOH Director of Medical Services/MOH.

October 15 Debriefed at USAID/Kampala with Mr. Puckett and left debriefing notes for the MOH MCH/FP Division.

October 16 Departed for Nairobi.

LIST OF ABBREVIATIONS

ACMS	Assistant Commissioner of Medical Services
CRLs	Clinicians' Reference Libraries
DHV	District Health Visitor
DMO	District Medical Officer
MOH	Ministry of Health
SMO	Senior Medical Officer
SNO	Senior Nursing Officer
TACS	Technical Adviser for Child Survival
TRLs	Trainers' Reference Libraries
UPMA	Uganda Private Midwives Association

I. PURPOSE OF TRIP

The purpose of the trip was to plan, conduct and evaluate a three-week basic training skills workshop, activity #40 of the INTRAH/MOH subcontract workplan.

II. ACCOMPLISHMENTS

- A. All workshop objectives were satisfactorily accomplished (see Appendix F).
- B. Fourteen participants acquired knowledge and skills in:
- planning FP training activities using the seven planning questions as a guideline;
 - preparing and delivering training sessions following the seven steps of the experiential learning/teaching model;
 - preparing and delivering training sessions using participatory training methods including demonstration, role play, case study, small group discussion and lecturette;
 - co-training planning and delivery; and
 - planning for evaluation of training using eight evaluation questions and evaluating training using observational checklists, "where are we?" exercises, reflections, process reviews and constructing pre-post knowledge tests for FP training.
- C. Participants were oriented to the Uganda National Service Policy Guidelines and Standards, and used the FP Procedure Manual while preparing for demonstration sessions.
- D. The participants were oriented to TRLs and CRLs in terms of their availability in-country, uses and users and suggested areas where the libraries should be stored in order to be accessible to FP trainers/service providers.

- E. Individually, the participants developed backhome application plans based on workshop learnings and using the trainer-made format.
- F. Briefings and debriefings were held at USAID/Kampala and the MOH.

III. BACKGROUND

The workshop described in this report is the second basic training skills workshop conducted under the INTRAH/MOH subcontract funded by buy-in #2.

IV. DESCRIPTION OF ACTIVITIES

A. Preparation

Mrs. Githiori spent four days at INTRAH/Nairobi planning for the workshop. Through telephone conversations, Mrs. Githiori liaised with Ms. Asaba in Entebbe and discussed in-country preparations. Trainer and trainee materials were reproduced, packed and some shipped via DHL to Kampala.

Mrs. Githiori held a one-day meeting in Entebbe with Ms. Asaba, Mrs. Luyombya and Mrs. Mboijana to finalize arrangements for the workshop including agreeing on responsibility for assignments, pairing for co-training, the schedule, materials organization, logistics and workshop delivery processes.

B. Participants

Fourteen participants, 12 Ugandans and 2 Kenyans, participated in the workshop. They included 4 nursing officers, 3 field supervisors from Busoga Diocese, 2 enrolled midwives, 1 DHV, 1 SMO, 1 registered midwife and 2 assistant program officers (service delivery) from Kenya. The Ugandan participants came from the following districts: Mbarara (2), Masindi (2), Kasese

(2), Bushenyi (1), Hoima (1), Kabarole (1), Jinja (Busoga Diocese) (3).

C. **Methodology**

Participatory training methods including demonstration, role play, case study, small group discussion, and lecturette were used. The trainers demonstrated all of the methods and the participants performed return demonstrations.

Co-training methodology was demonstrated by the trainers and practiced by the participants as they presented sessions on all methods except demonstration.

Communication and facilitation skills including giving and receiving feedback were demonstrated and practiced by the participants.

All sessions delivered by the trainers used the seven steps of the experiential learning model. The participants practiced the seven steps while delivering practice sessions.

- All participants prepared and delivered a 45-minute session on the demonstration technique.
- Participants co-trained 45-minute sessions on role play, case study, and lecturette within small group discussion.
- Participants observed and gave each other feedback using observational checklists.

D. **The Venue**

The workshop was held in Kampala at the Pope Paul VI Memorial Community Centre. The venue accommodated both classrooms and hostel facilities and was comfortable and conducive to learning.

E. **Trainers**

Mrs. Florence Githiori, INTRAH Consultant, and MOH MCH/FP Division MTTs Ms. Lucy Asaba, Mrs. Mary Luyombya, and Mrs. Joan Mboijana conducted the workshop. Ms. Regina Ssendi, MOH MCH/FP MTT, coordinated the workshop.

F. **Evaluation**

1. **Pre/Post-Test** (See Appendix D)

Of a total of 31 points, the pre-test scores ranged from 3 to 18 and the post-test scores ranged from 21 to 31. Only two participants reached the cut-off score (15.5) at pre-test. All of the participants were well above the cut-off score at post-test. Most participants gave incorrect information on the pre-test in six major areas including: preparation before conducting FP clinical skills training, seven steps of the experiential learning cycle, sequence of the experiential model and steps for planning a good presentation. Most participants had correct responses in all areas on the post-test.

2. **Summary of Participant Reaction Responses** (See Appendix C.1)

All of the participants agreed that the workshop objectives were clear and achieved and that the content was covered within the scheduled time although two participants would have liked more time for practice. All participants agreed that the workshop was directly related to the work that they do. All participants agreed that the workshop facilities and arrangements were satisfactory, but one participant mentioned the problem of mosquitoes in the hostel. All participants agreed that the trainers were effective, and gave them guidance and timely

feedback to help them learn. Practice sessions helped all of the participants to apply concepts and learnings. Eleven (79%) participants would have liked more time to practice skills and techniques and three (21.4%) participants wanted more time to prepare for practice sessions. All topics presented were found useful. Regarding how well the training materials used contributed to participants' understanding or learning on a scale of 1 (not at all well) to 5 (very well), the majority of the participants rated the training materials 5 and a few rated them 4. Most participants found all training materials useful. Generally, the participants felt that the workshop was beneficial to them and was very well organized. See Appendix C.2 for the participants' final evaluation of the workshop.

G. **Problems Encountered**

There were no problems encountered during the workshop.

H. **Trainers' Debriefing**

The trainers held debriefing sessions at the end of each workshop day. What worked, what helped and what needed to be improved on the following day formed the subject of these sessions which the trainers found helpful.

A debriefing with a written report was held on the last day of the workshop with USAID/Kampala TACS, Mr. David Puckett. Workshop achievements and major recommendations were discussed (see Appendix J).

A written debriefing report was left for Dr. Katumba, Acting ACMS, as he had requested.

The MOH MCH/FP Training Coordinator, Mrs. Rachel Rushota, was debriefed regularly during the workshop as

she also availed herself regularly at the workshop venue.

I. **Closing Ceremony**

Participants were presented with certificates of attendance during the closing ceremony officiated by Dr. Bazirake, SMO, on behalf of Dr. Katumba. The ceremony was also attended by Mrs. Rushota and two Uganda Private Midwives Association (UPMA) representatives.

V. **MAJOR FINDINGS AND RECOMMENDATIONS**

A. **Logistical/Administrative Arrangements**

1. **Findings**

Ms. Regina Ssendi, MTT, carried out all logistical responsibilities and coordinated the workshop, which enabled the workshop to go on without interruptions or problems.

A full-time secretary from the MOH MCH/FP Division was available at the workshop venue and typed all of the workshop proceedings. This was very helpful. Having a photocopier at the venue was also very useful and enabled both the trainers and participants to receive copies of the outputs without much delay.

Recommendations

Whenever possible, a MTT member should continue to carry out logistical/coordination responsibilities of the workshop. Otherwise, a person conversant with training should be an alternative.

Secretarial services at the workshop venue should be continued.

2. **Finding**

The Pope Paul VI Memorial Community Centre has adequate classroom/hostel facilities. However, the centre, being near the man-made lake "Kabaka," makes mosquitos a problem.

Recommendation

The Pope Paul VI Memorial Community Centre could be used for other similar workshops. However, management of the centre should be requested to undertake mosquito control measures to include providing intact mosquito nets in all rooms and spraying the rooms in the evenings.

B. Implementation of Activities

3. Findings

Four participants (28.6%) had no proven competency in FP provision before attending the workshop.

One participant had trained in FP clinical skills eight years ago and is not currently providing FP services. One participant is currently a DHV and is usually occupied with supervisory duties.

Recommendations

In the future, participants to basic training skills workshops for clinicians should be selected from among persons who provide FP services to clients and have proven clinical competency. This would ensure that once trained in training skills, they will be able to impart FP clinical skills to others.

The MOH MCH/FP Training Division should organize FP update training for service providers who received clinical training more than two years ago.

The MOH MCH/FP Training Division should review and adhere to selection criteria to avoid training district trainers who may not be deployable for training duties after completion of training.

4. Finding

Of nine INTRAH project districts, participants were selected from six, and some participants from districts did not have proven FP competency.

Recommendations

The MOH MCH/FP Training Division should organize another training skills workshop in the near future to increase the number of trained trainers at the district level who would effectively assist the MTT in training nurse aides and other cadres

at the district level. The trained trainers will also provide a nucleus at the district level as a beginning step towards decentralizing training. Other districts which were not represented should be included in the workshop.

In cases where only one participant from a district was trained, teams should be formed with neighboring districts and training activities conducted together.

5a. **Finding**

Documenting a training session was observed by the trainers as having a great impact on the participants who indicated that they paid little or no effort to keeping organized training documentation at their stations.

Recommendation

During follow-up activities, the MTTs should check and re-emphasize the importance of keeping and maintaining training documentation.

5b. **Finding**

Although the CRLs were available in all nine INTRAH project districts, only one of the participants (11.1%) from the districts knew about their availability. These reference libraries are kept in the district medical officer's (DMO's) office.

Recommendation

The MCH/FP Division ACMS should request in writing that the DMOs issue a circular informing service providers about the CRLs. The DMOs' circular should indicate the location of the CRLs. The training coordinator should initiate this action. The DMOs/DHVs should also be informed to release the materials now that the trainers have been oriented to their use.

C. **Evaluation/Follow-up of Activities**

6. **Finding**

Although all of the participants met all workshop objectives, five of them (from Kasese, Hoima, Kabarole, Mbarara and Busoga Diocese) were found to be weak and may not be able to conduct training

activities effectively on their own, especially the first time.

Recommendations

The MCH/FP Training Division MTTs should follow-up these participants and give them technical assistance, especially when they are conducting their first training activity.

The MTTs should recommend to the DMOs/DHVs the names of trainers who should be paired with other trainers in the neighboring districts so that a weak trainer is paired with a stronger trainer while conducting a training activity. In this way, the trainers will support each other.

APPENDIX A

Persons Contacted/Met

APPENDIX A

Persons Contacted/Met

USAID/Kampala

Mr. David PUCKETT, Technical Advisor for Child Survival

Ministry of Health

Dr. David Kihumuro Apuli, Director of Medical Services

Dr. Fred KATUMBA, Acting Assistant Commissioner of Medical Services

Mrs. Rachel RUSHOTA, MCH/FP Training Coordinator

Dr. BAZIRAKE, Senior Medical Officer

INTRAH/Nairobi

Miss Pauline MUHUHU, Regional Director

APPENDIX B

List of Participants

APPENDIX B

List of Participants

Sebastian BALINAINE
Busoga Diocese
P. O. Box 1658
JINJA

Mary J. BARUGAHARE
Health Visitor
DMO's Office
Mbarara District
P. O. Box 277
MBARARA

Fortunate B. BIRAKWATE
Nursing Officer/Midwifery Tutor
Public Health Department
Mbarara Municipal Council
P. O. Box 290
MBARARA

Margaret BYONABYE
Enrolled Midwife
Bwijinga Health Centre
C/O DMO's office
Masindi District
P. O. Box 67
MASINDI

Madgdalene KAMUKUNYU
Registered Midwife
Butiti DMU
C/O DMO's office
Kabarole District
P. O. Box 217
FORT PORTAL

Jedida W. KIBUGI
Assistant Program Officer (Service Delivery)
Family Planning Association of Kenya, Embu Clinic
P. O. Box 326
EMBU

Betty KYAKUHAIRE
Registered Nurse/Midwife
Masindi Hospital
P. O. Box 29
MASINDI

Bernadette W. MAINA
Assistant Program Officer (Service Delivery)
Family Planning Association of Kenya
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NAIROBI

Flora MABAZI
Enrolled Midwife
Buseruka Sub-Dispensary
C/O DMO's Office
Hoima District
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HOIMA

Phebice MUHINDO
Registered Midwife
Kasese Health Centre
P. O. Box 149
KASESE

John MUKEMBO
Medical Assistant
Busoga Diocese
P. O. Box 1658
JINJA

Bruhan MUZIGE
Medical Assistant/Ophthalmic Assistant
Busoga Diocese
P. O. Box 1658
JINJA

Agnes TIBUHWA
Registered Midwife
DMO's Office
P. O. Box 149
KASESE

James WANDERA
Nursing Officer
Rukurukuru Dispensary
C/O DMO's Office
Bushenyi District
P. O. Box 158
BUSHENYI

APPENDIX C.1

Summary of Participant Reaction Responses

UGANDA

Activity title Basic Training Skills Worksho

Date of Activity Sept. 27 - Oct. 15, 1993

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain: All workshop objectives were achieved

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: Most participants felt that the content was covered within the scheduled time. Two participants would have wanted more time for practice.

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

5. Strongly Agree 13
4. Agree 1
3. Undecided
2. Disagree
1. Strongly Disagree

Please explain: All participants indicated that what they have learned will assist them in training others.

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

5. Strongly Agree 7
4. Agree 4
3. Undecided
2. Disagree 3
1. Strongly Disagree

Please explain: One participant felt that not all problems were dealt with. the rest felt that as far as training is concerned, work problems were dealt with.

5. Workshop facilities and arrangements were quite satisfactory.

5. Strongly Agree 9
4. Agree 5
3. Undecided
2. Disagree
1. Strongly Disagree

Please explain: Only one participant mentioned the problem of mosquitoes. All the others felt that arrangement for both classroom and hostel accommodation were satisfactory.

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

Please explain: Trainers gave guidance and timely feedback.

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

Please explain: When "I do I Know". Quoted by some participants.
Concepts were applied and receiving feedback following the practice sessions
helped the participants to improve the next one.

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

Please explain: _____

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

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

Please explain: 11 participants in "b" wished to have more time for
practice training.

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>Adult Learning</u>	11	2			
b. <u>Experiential Learning Cycle</u>	14				
c. <u>Communication and Facilitation Skills</u>	14				
d. <u>Writing Objectives</u>	14				
e. <u>Demonstration Training Technique</u>	14				
f. <u>Role Play</u>	12	2			
g. <u>Case Study</u>	10	4			
h. <u>Small Group Discussion</u>	14				
i. <u>Lecturette</u>	10	3			
j. <u>Planning FP Training</u>	14				
k. <u>Co-Training</u>	13				
l. <u>Constructing Tests</u>	14				
m. <u>Evaluating Training</u>	14				
n. Documenting Training	14				
o. Writing Training Report	14				
p. Back Home Application	12	2			
q. Practice Training Sessions	14				

Please comment

All the topics were useful.

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 well				not at all well
a. Principles of Adult Learning	12	2			
b. Communication & Facilitation Skills	12	1	1		
c. Demonstration Technique Handout	13		1		
d. Role Play Handout	10	3	1		
e. Suggestions on Writing Case Study	10	3	1		
f. Facilitating Group Discussion as: Report Out.	13	1			
g. Pre/Post Test Knowledge	11	2			
h. 7 Planning Questions	13	1			

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

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

	Plan to use/share
a. Principles of Adult Learning	9
b. Communication & Facilitation Skills	9
c. Demonstration Technique	8
d. Role Play Handout	8
e. 7 Planning Questions	9
f. Pre/Post Knowledge	7
g. _____	_____

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 very useful	4	3	2	1 not useful	does not apply
a. lecturette	9	1	2			2 missed
b. group discussions	14					
c. individual exercises	10	1	2			1 missed
d. group exercises	12	1	1			
e. stack exercises						
f. process reviews	10	2				2 missed
g. demonstrations	14					
h. <u>Role Play</u>	13					
i. <u>Case Study</u>	9	3				1 missed

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

NONE

13. Additional Comments:

No comments from 8 participants. Four stated that

they were grateful for the workshop, one wished the TRLs & CRLs were available

Feel free to sign your name. (Optional)

* in their centres and one would wish could orgnise refresher Revised June 1990
course for those trained by INTRAH eight years ago preferably
outside Uganda.

APPENDIX C.2

Final Evaluation by Participants

APPENDIX C.2

Final Evaluation by Participants

Basic Training Skills Workshop - Uganda

Final Evaluation by Participants

15.10.93

What went well?

1. The participants and trainers remained healthy during the training.
2. All sessions were completed according to the schedule.
3. Good interaction between the participants and trainers.
4. Introduction of co-training went well without problems.
5. All the workshop objectives were achieved.
6. Each participant individually practiced the demonstration technique.
7. There was active participation and cooperation between the participants.
8. Training venue was conducive to learning and hostel accommodation was comfortable.
9. In all the sessions trainers used the experiential learning approach.
10. All participants attended all of the sessions (100%).
11. The group norms were observed.
12. Meals were excellent.
13. There was guidance from trainers at all times.
14. Phebice completed the course despite her physical condition.
15. There were no problems with training materials.
16. Trainers were pleasant.

What helped?

1. Participants' interest in learning
2. Trainers' willingness to help and commitment to work
3. Good planning of the workshop beforehand
4. Participants given enough time to plan and present the sessions
5. Proper selection of trainees
6. Friendly atmosphere
7. Efficient coordination and logistic management
6. Training methods used

What needs to be improved?

1. Management of Pope Paul VI memorial community centre to take up the issue of mosquito control
2. Timely communication to the participants about the course to be attended

APPENDIX D

Pre/Post-Test Scores

APPENDIX D

Pre/Post Test Results Form

Course Title: Basic Training Skills

Participant/Name	Knowledge Test		Participant/Name	Competency Test	
	Pre-test Score	Post-test Score		Pre-test Score	Post-test Score
1 BARUGAHARE Mary	13	21	1		
2 BALINAINE Sebastian	14	29	2		
3 BIRAKWATE F.	12	26	3		
4 BYONABYE Margaret	14	24	4		
5 KAMUKUNYU M.	11	25	5		
6 KIBUGI Jedida	14	29	6		
7 KYAKUHAIRE Betty	16	24	7		
8 MAINA Bernadette	11	30	8		
9 MBABAZI Flora	13	28	9		
10 MUHINDO Phebice	9	27	10		
11 MUKEMBO John	15	31	11		
12 MUZIGE Bruhan	18	29	12		
13 TIBUHWA Agnes	3	24	13		
14 WANDERA James	8	23	14		
15			15		
16			16		
17			17		
18			18		
19			19		
20			20		
21			21		
22			22		
23			23		
24			24		
25			25		

	Pre-test	Post-test		Pre-test	Post-test
Total Score	31	31	Total Score		
Mean Score	12.1	26.4	Mean Score		
Range	3--18	21-31	Range		
Difference between mean pre/post score	14.2		Difference between mean pre/post score		
Cut-off Score	15.5	15.5	Cut-off Score		
How many trainees equal to or above cutoff score	2	14	How many trainees equal to or above cutoff score		
How many trainees below cutoff score	12	None	How many trainees below cutoff score		

APPENDIX E

Pre/Post-Test Knowledge Instrument

- 5. At the beginning of workshop the most important thing to do is:**
- a. give reading assignments
 - b. ask for participants' expectations
 - c. conduct a "where are we" session
 - d. use the first hour to explain the workshop topics
- 6. Among the last workshop activities, the most important one is to:**
- a. establish group norms
 - b. do a pre-test
 - c. distribute all workshop handouts
 - d. ask participants to prepare plans for back-home application
- 7. List the seven steps of a session design using the experiential cycle -- in appropriate sequence.**
- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | |
- 8. Choose the objective which is using the correct verb:**
- a. understand the reasons why IUDs are contra-indicated in young women
 - b. List five absolute contra-indications for use of oral contraceptives
 - c. really appreciate the importance of counselling in family planning
- 9. Choose the most appropriate technique for practicing skills out of the following:**
- a. role play
 - b. demonstration
 - c. case study

10. What is the more appropriate technique for analyzing a problem?

- a. case study
- b. reading an article
- c. lecture

11. Which is correct sequence of the experiential learning cycle?

- a. experience - generalizing - processing - applying
- b. processing - experience - applying - generalizing
- c. experience - processing - generalizing - applying

12. What are the six steps in planning a good presentation?

_____	_____
_____	_____
_____	_____

APPENDIX F

Workshop Goal and Objectives

Appendix F

BASIC TRAINING SKILLS WORKSHOP: UGANDA

I. Goal

To prepare Trainers capable of planning, conducting, evaluating and documenting training activity.

II. Training Objectives

The Workshop will prepare the Participants to:

1. Plan and deliver training that imparts knowledge and skills to FP workers using a variety of participatory training methods and techniques.
2. Assess a training activity and trainees at the time of training.
3. Use FP Curriculum and service guidelines (Policy Guides, Service Standards and Procedure Manual) in training.
4. Document essential information regarding a training activity.
5. Acquire knowledge on TRLs and CRLs available in Uganda.
6. Share New changes in FP Policy Guidelines.

III. Workshop Objectives

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

1. Use FP post-training job tasks, FP Curriculum objectives and the service standards and procedures in the preparation of training sessions and materials.
2. Use the 7 planning questions in addition to the key elements for preparing and planning a training activity (selecting site, communicating with learners, preparing equipment and materials and oneself);
3. Demonstrate communication skills for training (asking questions, listening, paraphrasing, summarizing, giving and receiving feedback);
4. Demonstrate skill in writing behavioral objectives.
5. Select and use the following participatory training methods and techniques; demonstration, role play, small group discussion, case studies, and lecturettes.

6. Prepare and deliver short training sessions using the experiential learning cycle; and updated knowledge and skills received.
7. Use evaluation tools to assess learning, training methods and techniques and materials.
8. Identify essential and important information about training that should be recorded and documented:
9. Demonstrate ability to report on a training activity incorporating the purpose of the training, major knowledge skill areas acquired problems encountered and recommendations for improvement.
10. Prepare a back-home application plan for sharing learnings with others.
11. Identify the composition of TRLs and CRLs available in Uganda.
12. Identify new changes in policy guidelines needing sharing.

Practicum Objectives

1. During the workshop, each participant will be able to practice preparation and delivery of the following:
 - 1 demonstration (individually)
 - 1 role play in co-training session
 - 1 case study in co-training session
 - 1 small group session in co-training session
 - 1 lecturette in co-training session
2. Prepare an application plan in regional team or individually.

APPENDIX G

Workshop Schedule

APPENDIX G

**BASIC TRAINING SKILLS WORKSHOP (UGANDA)
SEPTEMBER 27 - OCTOBER 15, 1993**

WEEK 1

	MONDAY 27-09-93	TUESDAY 28-09-93	WEDNESDAY 29-09-93	THURSDAY 30-09-93	FRIDAY 01-10-93	SATURDAY 02-10-93
Time:		R E F	L E C	T I O	N S	
8.30 a.m. . - 10.30 a.m.	<ul style="list-style-type: none"> • Registration and Biodata • Welcome Remarks • Introduction • Getting Acquainted • Expectations 	<ul style="list-style-type: none"> • Experiential learning 	<ul style="list-style-type: none"> • Writing objectives 	<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Orientation to Policy Guides
10.30- 11a.m		T E A	B R E A K			
11.00 a.m. - 1.00 p.m.	<ul style="list-style-type: none"> • Workshop objectives • Setting Norms • Pre-Test 	<ul style="list-style-type: none"> • communication and Facilitation skills 	<ul style="list-style-type: none"> • Demonstration Training Technique 	<ul style="list-style-type: none"> • Practice Training 	11.00-12.00 p.m. Practice Training 12.00 - 1.00 p.m. Process 1st Round Practice Training	11.00-12.30 p.m. Orientation to TRL and CRL 12.30-1.00 p.m. Review week 1
1 - 2 p.m.		L U N C H	B R E A K			
2.00 p.m. - 3.45 p.m.	<ul style="list-style-type: none"> • Return Pre-Test Results • Adult Learning Process 	<ul style="list-style-type: none"> • Giving and Receiving Feed-back 	<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Introduction to Co-Training 		
3.45 - 4.00 p.m.		A F T E R	N O O N	R E F R E	S H M E N T	
4.00-5.00 -m.	<ul style="list-style-type: none"> • Experiential Learning 		<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Introduction to Co-Training 	
5.00-5.15 p.m.	W H E	R E	A R E	W E ?		

BASIC TRAINING SKILLS WORKSHOP (UGANDA)
SEPTEMBER 27 - OCTOBER 15, 1993

WEEK II

Time:	MONDAY 04-10-93	TUESDAY 05-10-93	WEDNESDAY 06-10-93	THURSDAY 07-10-93	FRIDAY 08-10-93	SATURDAY
8.30-9.30	R E F L	E C T I	O N S			
9.00 a.m. - 10.30 a.m.	• Role-Play Session	• Practice Training	• Case Study Training	• Practice Training	• Planning FP Training	
		TEA	BREAK			
11.00 a.m. - 1.30 p.m.	• Role-play (cont.)	• Practice Training	• Case Study (cont.) • Introduction to Case Study Practice	• Practice Training	• Planning FP Training	
1.00- 2.00 p.m.		LUNCH	BREAK			
2.00 p.m. - 3.45 p.m.	• Introduction to Role Play Practice • Preparation for Practice Training	• Preparation for Case Study Practice	• Practice Training	• Planning FP Training		
3.45 - 4.00 p.m.		AFTER	NOON	REFRE	SHMENT	
4.00 p.m. - 5.00 p.m.	• Practice Training	• Practice Training Process Practice Training	• Practice Training	• Practice Training Process Practice Training	• Planning FP Training • Process Review Week II	
5.00-5.15 p.m.	W H E	R E	A R E	W E		

BASIC TRAINING SKILLS WORKSHOP (UGANDA)
SEPTEMBER 27 - OCTOBER 15, 1993

WEEK III

Time:	MONDAY - 11-10-93	TUESDAY - 12-10-93	WEDNESDAY 13-10-93	THURSDAY - 14-10-93	FRIDAY - 15- 15-10-93	SATURDAY
8.30-9.30	R E F L E C T I O N S					
9.00 a.m. - 10.30 a.m.	<ul style="list-style-type: none"> • Small Group Technique - How to use small group for learning - How to manage small groups 	Practice Training	Constructing Tests	Documenting A Training Activity	<ul style="list-style-type: none"> • Post Test • Workshop • INTRAH Reactions Form 	
		TEA	BREAK			
11.00 a.m. - 1.00 p.m.	<p align="center">- DO -</p> 12.00 - 1.00 p.m. Lecturette	<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Evaluating A Training Activity 	<ul style="list-style-type: none"> • Writing A Training Report 	<ul style="list-style-type: none"> • INTRAH Reaction Form Cont..... • Verbal Evaluation • Workshop Closure Logistics 	
		LUNCH	BREAK			
2.00 p.m. - 3.45 p.m.	<ul style="list-style-type: none"> • Introduction to Preparation for Practice Training Using Lecturette and Small Group Technique 	<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Evaluating A Training Activity 	<ul style="list-style-type: none"> • Writing a Training Report • Back-home Application Training 	<ul style="list-style-type: none"> • Official closing ceremony 	
		AFTER	NOON	REFRE	SHMENT	
4.00 - 5.00 p.m.	<ul style="list-style-type: none"> • Practice Training 	<ul style="list-style-type: none"> • Practice Training • Process Small Group and Lecturette 	Evaluation	<ul style="list-style-type: none"> • Continue as above Evaluation 		
5.00p.m. 5.15 p.m.	W H E R E A R E W E ?					

APPENDIX H

List of Workshop Handouts

APPENDIX H

List of Workshop Handouts

List of Workshop Handouts

- Training styles A, B and C
- Principles of Adult Education
- Adult Training versus Teaching Children
- Elements of an Experiential Session Design
- The Experiential Approach to Training
- Facilitation Skills for Trainers and Group Facilitators
- Guide for Giving Feedback During Practice Sessions
- List of Action verbs to help write learning objectives
- Points for giving a demonstration
- Method demonstration
- Characteristics of a good role play
- Purposes of a role play
- Suggestions on writing case studies
- 7 Planning questions
- Pre-test and Post tests for knowledge
- Small group work
- Training Activity Summary Report (format)
- Report writing
- Trainers jobs and tasks
- Criteria for selecting training sites

APPENDIX I

Training Skills Practice Observation Checklist

TRAINING SKILLS PRACTICE OBSERVATION CHECKLIST

Name of Participant: _____

Today's date: _____

4 3 2 1
Effective Do less Do more Not done

1. CLIMATE SETTING

a. Greets, puts people at ease _____

b. Asks questions that draws
on trainees experience
related to subject. _____

Comments:

4 3 2 1
Effective Do less Do more Not done

2. OBJECTIVES

a. Written and legible _____

b. Clearly explained
(gets participant to
read). _____

c. Action verbs _____

d. Observable _____

Comments:

4 3 2 1
 Effective Do less Do more Not done

3. **THE TRAINING EXPERIENCE**
 (Circle: demonstration, small group task/discussion, role play, feedback session case study).

a. Technique/method selected appropriate to subject matter.

b. Content presented clearly.

c. Content accurate

d. Follows appropriate steps of delivering the technique (see attached handout).

e. Summarizes participant response.

f. Explains that the experience e.g. demonstration, role play, group discussion, is over).

Comments:



4	3	2	1
Effective	Do less	Do more	Not done

4. PROCESSING

- | | | | | | |
|----|---|-------|-------|-------|-------|
| a. | Question elicit participants (thoughts reactions and feelings) about experience | _____ | _____ | _____ | _____ |
| b. | Asks open-ended questions. | _____ | _____ | _____ | _____ |
| c. | Follow appropriate processing sequence | _____ | _____ | _____ | _____ |
| d. | Paraphrases/ summarizes participants' responses | _____ | _____ | _____ | _____ |

Comments

NB: Asks questions such as "what have you learned about e.g. self breast examination", or "what did you learn from this experience" or "what are the most important things you have learned from this experience? etc.

4/4

5. **DRAWS OUT MAJOR LEARNINGS**

a. Asks questions linked to the objectives of the session

b. Asks open-ended questions

c. Writes the participants' answers on newsprint.

d. Summarizes participants learnings.

Comments:

NB: Asks questions such as "what have you learned about self breast examination", or "what did you learn from this experience" or "what are the most important things you have learned from this experience? etc.

15

4 3 2 1
 Effective Do less Do more Not done

6. APPLICATION OF LEARNINGS

a. Asks questions that encourage participants to apply learnings in bakchome situations	_____	_____	_____	_____
b. Asks open-ended questions (questions do not end at yes or no).	_____	_____	_____	_____
c. Requests examples and encourages back home use.	_____	_____	_____	_____

Comments:

Type of questions to ask at this point include: what would help/hinder application of these learnings in your work place? How would you apply/transfer that skill to a service provider? How might you overcome the problems that hinder its application? etc.

4/6

4	3	2	1
Effective	Do less	Do more	Not done

7. CONCLUSIONS

a. Asks what are the most important things that have been learned in the whole session.

b. Reviews the objectives and asks to what extent this was met.

c. Explains that the session is over.

Comments:

4/1

APPENDIX J

Debriefing Report to USAID/Kampala

DEBRIEFING REPORT - USAID MISSION - KAMPALA

By Florence Githiori - INTRAH Training Consultant

Workshop Title - BASIC TRAINING SKILLSPURPOSE

Plan, Conduct and Evaluate three weeks Training Skills Workshop
- CWP No. 40

Training Dates - September 27 - October 15, 1993Venue - Pope Paul VI Memorial Community Centre, Kampala.Trainers:

Florence Githiori - INTRAH Training Consultant
Lucy Asaba - MOH MCH/FP Training Division, MTT
Mary Luyombya - " " " "
Joan Mboijana - " " " "

Participants were drawn from the following Districts and Kenya as follows:

Mbarara	2
Busoga Diocese	3
Masindi	2
Kasese	2
Bushenyi	1
Hoima	1
Kabarole	1
Family Planning Association of Kenya	<u>2</u>
Total..	<u>14</u>

The Workshop commenced as scheduled on September 27, 1993 with 14 (77.8%) out of the 18 Participants expected. The Participants comprised of the following categories:

Nursing Officers	4
Field Supervisors	3 (All from Busoga Diocese 2MA/No.)
Enrolled Midwives	2
District Health Visitor (DHV)	1
Senior Nursing Officer	1
Registered Midwife	1

and two (2) Programme Officers (Service Delivery) from Kenya.

The main purpose of the training was to develop District FP Trainers capable of Planning, Conducting, Evaluating and Documenting Training Activity and all the training activities were geared towards this purpose.

Generally all the Participants have achieved all the Training Objectives.

- . The 14 Participants have acquired Knowledge and Skills in delivering sessions using Participatory Methods to include; Demonstrations and Return Demonstrations, Role-Play, Case Studies, Small Group discussion and Lecturette.
- . All Participants acquired Knowledge and Skills in use of Seven Steps of Experiential Learning Model while conducting training sessions.
- . All the 14 Participants acquired Skills and Knowledge on how to evaluate training activity using Evaluation Tools to include Pre-Post Knowledge Test, Observation Checklists and Where Are We Exercises.
- . All the Participants have acquired Knowledge and Skills in writing a Training Report and also in identifying information needed to be documented. These Skills were very well appreciated by the Participants.
- . All the Participants were oriented to Uganda National Service Policy Guidelines for FP/MH Service Delivery.
"The experience was very appreciated by the Participants".
- . All the Participants were oriented to Trainers Reference Libraries (TRLs) and Clinician Reference Libraries (CRLs) in terms of their accessibility in the Districts and as to how Participants can use those Libraries.
- . All Participants have acquired Capability for planning and training activity using Seven Planning Questions as a guide.

FINDINGS

- . All the 14 Participants were conversant with use of English Language, the Media used during training and this made the presentations, and other activities easy thus facilitating learning.
- . Although MOH/INTRAH Project involve nine Districts only six (66.7%) Districts were presented during the Workshop. It was also noted that out of the six Districts represented only 3 Districts came as a Team as expected. One Participant from Bundibugyo did not meet criteria for training and was sent back.

- . In one District (Mbarara) two senior Nursing Officers have now been trained as Trainers. The Training Team is not sure whether these two officers will avail themselves for training purposes because of the work commitments in their work stations.
- . Through observation the Training Team noted that in a few Participants the skill level competence is low because they either trained a long time ago or they have not practised the Skills.

RECOMMENDATIONS

- . Ministry of Health MCH/FP Division to organise another Training Skills Workshop in near future for the purpose of completing the training of District Training Teams. Districts not represented in this Workshop should also be included.
- . Districts with one person trained to join Trainers in neighbouring District to plan and conduct Training Activities together for their Districts. This will also ensure that Skills acquired during training are put into practice.
- . Although the Participants acquired capability for Planning and Conducting Training, the MTTs should provide Technical Assistance especially during their first Training Activity.
- . The Participants whose Skills Level Competency was identified low should be considered for the next Clinical Skills Update so that they can be able to train others effectively.

CONSTRAINTS

No problems were experienced during the Workshop.

Program for International Training in Health

The University of North Carolina at Chapel Hill
School of Medicine

208 North Columbia Street, CB# 8100
Chapel Hill, North Carolina 27514

December 8, 1993

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Ms. Lucy Mize
Project Manager
R&D/POP/CMT
Room 811, SA-18
Agency for International Development
Washington, DC 20523-1819

Re: DPE-3031-Z-00-9024

Dear Lucy:

Enclosed is one copy of INTRAH trip report B-#396-1 and 2.

Country: Uganda

Activity Title: Training

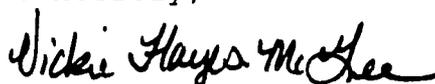
Dates: September 24 - October 16, 1993

Traveller(s): Mrs. Florence Githiori, INTRAH Consultant

Purpose of Trip: To plan, conduct and evaluate a basic training skills workshop, September 27 - October 15, 1993, activity #40 of the INTRAH/MOH subcontract workplan.

Please let us know if you need additional copies of this report or portions thereof.

Sincerely,



Vickie Hayes-McGee
Program Assistant

Enclosure

cc: Dr. James Lea, Director/Ms. Lynn Knauff, Deputy Director
Mr. Pape Gaye, INTRAH/Lomé Miss Pauline Muhuhu, INTRAH/Nairobi
Mr. Jay Anderson, USAID/Uganda Mr. Ray Kirkland, REDSO/ESA
Mrs. Hope Sukin, AFR/ARTS/HHR AID Acquisitions

