

- P.N - AAZ - 283 -

file: Swaziland/DSB
ISA 05/574

THE CENTRE FOR POPULATION ACTIVITIES

Report on Workshops in Swaziland

September 19, 1980

Bonnie Pedersen

Table of Contents

<u>Section</u>	<u>Page</u>
Summary	1
Background	2
Workshop A	3
Objectives	3
Content	3
Training Aids	4
Resource Persons	4
Evaluation	4-15
Workshop B	16
Objectives	16
Content	16
Training Aids	17
Resource Persons	17
Evaluation	17-20
Post Training Phase	20
Future Directions	20
Appendices	
A. Participant list - Workshop A	21-23
B. Participant list - Workshop B	24-27
C. Resource Persons - Workshop A	28
D. Resource Persons - Workshop B	29
E. Schedule - Workshop A	30
F. Schedule - Workshop B	31
G. Proposal - Work Plan	32-36

SUMMARY

CEFPA in collaboration with the Swaziland USAID mission and Ministry of Health conducted two workshops July 28 - August 8, 1980 and August 11 - 22, 1980. Workshop A was a Training of Trainers course for twelve clinic and Public Health Nurses. Three of the participants from Workshop A conducted Workshop B, a refresher training course for twenty-eight Rural Health Visitors (RHVS). Both workshops focused on improving the training capability of the nurses in addition to strengthening the MCH/FP component of the rural health delivery system.

Plans were made to conduct a third workshop, on supervision, in November 1980, for the participants of Workshop A.

BACKGROUND

The USAID mission and the Ministry of Health requested that CEPPA conduct training for health personnel pointed toward strengthening the MCH/FP component of the rural health services. Training needs were assessed and discussed during the site visits made by Dr. Samuel Wishik (November 1979), Mr. John Scottice (March 1980), B. Pedersen and D. Thompson (June 1980). Through numerous discussions with officials in health and related fields, by field observation and interviews with Rural Health visitors (RHVS), plans were made to conduct workshops for clinic and Public Health Nurses in:

- training skills and techniques
- supervisory skills and techniques

Workshop A - Training of Trainers

CEFPA Staff: Bonnie Pedersen, Daniel Thompson
Dates: July 28 - August 8, 1980
Site: Institute of Health Sciences, Mbabane, Swaziland
Participants: 12 clinic and Public Health Nurses
Schedule: See appendix.

Objectives

1. To learn new training skills and techniques and to improve existing training skills which can be applied to any training situation.
2. To practice new training skills and techniques using content material related to health and family planning.
3. To better understand the steps in designing a training program.

Content

The first few days of the workshop focused on training methods and skills with an emphasis on the participatory approach. CEFPA staff used sections of the training of trainers handbook as content resource.

The participants were then divided into groups and assigned responsibility for specific sessions of Workshop B. Prototype material developed by CEFPA staff and selected articles served as background reading. Each group refined and adapted the material incorporating newly learned training techniques and skills. Each participant presented at least one session and was evaluated by the group who rated the presenter and presentation on such items as: clarity of objectives, clearness of session, content, sequence of content, suitability of teaching methods, use

of training aids, ability to involve participants and overall presence and ability.

Training Aids

Each participant received handouts on teaching methods and skills, background reading material for use in preparing sessions for the RHV workshop in addition to a copy of Where There is No Doctor by David Werner.

Resource Persons

Many officials from the Ministry of Health came to the workshop to observe and contribute. Mr. Lemna Menouta, from the health education unit contributed a substantial amount of time to one of the working groups briefing them on the concepts of catchment area.

Mr. John Wilson, MOH Statistician, conducted a session on the new record system. Ms. Maggie Machubu, acting principal of the Institute of Health Sciences, spoke to the group on the relationship of the nurse to the RHV and community. Ms. Fiorna Duby, director of the newly founded Family Life Association spoke to the health/FP counseling and education services offered by the organization.

Evaluation

Individual sessions were evaluated on a random basis and the workshop was evaluated overall.

RESULTS OF SESSION EVALUATION

"Role Play Session"

Date: 6/8/80

Content of Session

- 0 - Didn't teach me anything I didn't know already
- 3 - Some of it was new to me
- 9 - Taught me a lot

Clearness of Session

- 0 - Confusing
- 9 - Parts were clear
- 3 - Very clear

Usefulness of session to my work

- 0 - Not useful to my work
- 1 - Somewhat useful
- 11 - Very useful

Length of Session

- 1 - Too short
- 11 - Just right
- 0 - Too long

Comments:

- It can be very useful method of teaching if used correctly by the facilitator.
- I think we needed more practice on role play, with real R.H.V.S.
- Planning/preparing a role play can be difficult at times. It is a good teaching method provided the information is made clear, otherwise people get confused.
- Taught me alot though it was something new. Role plays are very useful because you can get the information needed from the play.
- I learned how you can teach because those who did not understand they can learn by looking at the play, it is not easy to forget something which you have seen.
- I think it was very useful to do these role plays. It enables us to know what we should do in real life, and one felt comfortable because we were in a group of 3 rather than being alone giving a talk.

Role Play
Cont'd.

- Very useful exercises, were practiced with very constructive criticism.
- Role play has been very helpful in fact they have made one detect easily and follow the work of R.H.V. if she has been well informed.
- Role play can be very effective, provided facilitator sets the scene and players make it project the purpose, also it must depict real life situation.
- This taught me a lot though at first I was confused and didn't understand the idea of doing it. I am happy that I learned a lot at last.
- This will be helpful to teach the people who can read and write properly.
- Role plays can be suitable to some sessions and not be suitable to others. In fact I think the role plays need a lot of skill in order to utilize them as methods of teaching in one's session.

RESULTS OF SESSION EVALUATION

"Training Methods"

Date: 29/7/80

Content of Session

- 2 - Didn't teach me anything I didn't know already
- 6 - Some of it was new to me
- 4 - Taught me alot

Clearness of Session

- 0 - Confusing
- 5 - Parts were clear
- 7 - Very clear

Usefulness of session to my work

- 0 - Not useful to my work
- 3 - Somewhat useful
- 9 - Very useful

Length of Session

- 0 - Too short
- 12 - Just right
- 0 - Too long

Comments:

- It was very much interesting more especially in group discussion because we shared some ideas.
- Very much refreshing and stimulating for practical skills in teaching.
- If it can be possible for all the rural clinics to have all the audio visual aids.
- I appreciate all that was said even though some of the things are new to me. I really enjoyed it.
- Session very beneficial but sometimes confusing to someone who has never heard or has been trained before.
- More people to be trained in this since I think it is use and refreshes to those who have had training.

Training Methods
Cont'd.

- Well organized teaching. We were not bored. We participated a lot. For group work we may need two classrooms because we want to discuss.
- The sessions are very useful and educative.
- I find the workshop very interesting and am learning a lot.
- The case study was quite interesting. Do not forget the role play because some of us have never had the experience. The whole presentation was real good.
- It is interesting to learn how people differ in teaching.
- Some lectures will not be applicable in my work. If only the facilitators could please control the participants.

RESULTS OF SESSION EVALUATION

"Practice Session Feedback"

Date: 31/7/80

Content of Session

- 0 - Didn't teach me anything I didn't know already
- 6 - Some of it was new to me
- 6 - Taught me a lot

Clearness of Session

- 0 - Confusing
- 4 - Parts were clear
- 8 - Very clear

Usefulness of session to my work

- 0 - Not useful to my work
- 1 - Somewhat useful
- 11 - Very useful

Length of Session

- 0 - Too short
- 7 - Just right
- 5 - Too long

Comments:

- The sessions were rather too long, breaking session half-done was a bit disturbing, and not properly coordinated.
- I should say I learned a lot from what done and said today.
- Feedback has taught me a lot regarding ways to approach teaching methods, communication and planning.
- Some of the things were new to me.
- It was interesting, I mean every session.
- Remarks were constructive from others. Lecturer facilitator's presence was quite good. It will help us a lot when we train.
- The catchment area was new to me but to have session on it helped a lot.

Practice Session Feedback
Cont'd.

- I feel sessions are very helpful and facilitators can improve more with practice.
- Too long but still interesting and it made one to be more and more attentive.
- Generally speaking the sessions are very useful. I have gained from them and hope to use them when I go back home.
- I am beginning to understand the session because most of the things are new to me.

RESULTS OF SESSION EVALUATION

"Planning Field Visit"

Date: 1/8/80

Content of Session

- 0 - Didn't teach me anything I didn't know already
- 1 - Some of it was new to me
- 11 - Taught me a lot

Clearness of Session

- 0 - Confusing
- 1 - Parts were clear
- 11 - Very clear

Usefulness of session to my work

- 0 - Not useful to my work
- 1 - Somewhat useful
- 11 - Very Useful

Length of Session

- 0 - Too short
- 12 - Just right
- 0 - Too long

Comments:

- I was very happy about that visit and I think I have learned and understood a lot.
- Exercise is good and it will help in coming workshop.
- Taught me a lot but at first I was a bit confused but was then cleared up by my colleagues.
- I think it makes the trainer to be aware that she should evaluate activity she does.
- Good exercise - the RHV's will know all the activities which are going on at clinic and also nurse - RHV relationship
- Practical/useful session that will be extremely effective in teaching and easy to remember when planning the work for teaching and other work - overall helpful.

Planning Field Visit
Cont'd.

- If only this workshop was to continue for 2/52 more one was going to grab a lot of knowledge to pass on to my area - it is very interesting.
- Very useful exercise - we got ideas on how to tackle an approach the other group assignments.
- Time was a bit short - useful exercise - I wish it to be repeated for a second time using different topics.
- Really helpful especially to those who will apply it in the teaching set up in future - comments quite constructive.
- Session will enable me to deal with RHVS and the advice I should make to her - also helpful in keeping clinic nurse and RHV in close contact. They should work together as a team. At the present moment some RHVS do not consider clinic nurse or her supervisor or team worker. They only take what they get from their previous facilitators.

Final Evaluation Form - TOT

	Excellent	Very Good	Satisfactory
Clarity of Overall Objectives	1	9	2
Achievement of Objectives	1	9	2
Usefulness of workshop to your work	2	9	1
Order of topics/sessions	2	8	2
Helpfulness of teaching methods	3	7	2
Times given to each session	1	4	7

Useful Sessions

Philosophy of Training	2
How Adults Learn	4
Learning Climate	2
Teaching Methods	5
Presentations	9
Course Design	3
Preparing for Delivery	1
Catchment	4

Final Evaluation
Cont'd.

Which teaching methods were most helpful?

Discussion - 11

Presentation - 11

Role Play - 9

Audio visual - 8

Demonstration - 6

Case Study - 3

Which teaching least helpful?

Case Study - 4

Topics to be included in future Training Programs?

How to formulate objectives - 1

Supervision - 7

Field Visits to RHVS - 1

Management chronic diseases - 1

Additional Comments - TOT

- Training was very interesting. Suggest training period be at least one month.
- Very useful course.
- Very useful because we have learned much about how to teach and help the RHVS.
- I think all topics and teaching methods should be applied again to future training programs.
- It would be a good idea if the TOT was one month and learn more about helping RHVS follow up on chronic diseases.
- Every session has been useful to me and I hope I shall be in a position of practicing what I have learned.

Final Evaluation
Cont'd.

- Workshop was very good and educative.
- Very useful. I have gained and it keeps the facilitators up to date. I suggest that if possible to be continued once a year.
- On the whole the workshop was a success and everybody participated effectively including the facilitators. We hope the same spirit continues to workshop B.
- Very useful educative workshop. I wish more could be organized for other clinic nurse.
- At first I was not able to fill in observation form because maybe it would make the presenter feel bad but afterwards I saw that it was meant to help you upgrade your performance.
- Quite useful. It has helped me to improve certain skills and now have better understanding on many areas dealt with. I suggest that the same participants should be involved in supervision workshop.

Workshop B - Refresher Training for RHVs

Dates: August 11 - 22, 1980

Site: Lutheran Farmer's Training Center, Ngonini, Swaziland

Schedule: See appendix

Participants: See appendix

Objectives

The objectives of Workshop B were:

1. To improve RHV case finding, referral and follow-up techniques for pregnancy, post-partum and family planning cases.
2. To improve planning and scheduling of daily activities.
3. To develop objectives for home visits.
4. To learn more about other development programs in the area.

Content

The curriculum addressed major health events such as pregnancy, birth, post-partum. These events were looked at in terms of catchment area, surveillance, risk cases, referral, follow-up and cooperation with other community resources. Family planning was emphasized in all topic areas especially for the woman at risk.

Three field experiences were executed. The first two were visits to rural clinics (Horo and Entojini) where the participants observed the activities of the antenatal and under 5 services. The third field experience was home visiting. The participants were divided into groups led by

a facilitator. The groups planned their objectives before walking to visit several homsteads. Each field experience was discussed and evaluated by the participants.

Teaching Aids

Pictures, posters and chalkboard were used. Four films were shown, 3 on Family Planning and one on T.B.

Resource Persons

Representatives from health and community agencies were asked to speak about their programs and the ways in which the RHVS could work with them. The following agencies contributed to the workshop; Bilharzia, malaria, T.B. unit, Ministry of Agriculture extension Service, UNDP Women's Development Project and MOH health education unit. (See appendix for names of resource persons.)

Evaluation

At the end of each day, the participants were asked to choose one of three pictures that best represented their reaction to the content of the day; happy, sad or indifferent. Pictures were used since many of the participants were semi-literate.

Results of Picture Evaluation

<u>Date</u>	<u>Happy</u>	<u>Sad</u>	<u>Indifferent</u>
Aug. 11	26	-	-
Aug. 12	27	1	-
Aug. 13	25	-	3
Aug. 14	25	3	-
Aug. 15	25	-	3
Aug. 18	21	-	3

Results of Picture Evaluation

<u>Date</u>	<u>Happy</u>	<u>Sad</u>	<u>Indifferent</u>
Aug. 19	Not done		
Aug. 20	23	-	5
Aug. 21	27	-	1
Aug. 22	Closing		

The facilitators found that the unhappy faces generally indicated that a session was unclear or confusing, and would then spend time reviewing or clarifying that subject.

The participants were given an oral pre and post test of five questions.

Results of Pre-Post Test Questionnaire

Question 1 - How soon should a woman go to the clinic when she thinks she is pregnant?

	<u>Pre Test</u>	<u>Post Test</u>
Responses:	One month - 8	One month - 3
	Two months - 4	Two months - 3
	Three months - 16	Two/three months - 5
		Three months - 15

Question 2 - What women need Family Planning the most?

	<u>Pre Test</u>	<u>Post Test</u>
Responses:	Old women - 1	Over 35 yrs. - 2
	For parents - 1	Young women - 5
	Breast feeding women - 2	Women at risk - 11
	Unmarried - 3	Those who don't space - 15
	Women with many children - 3	More than 5 children - 23
	Women with illness - 4	
	Frequent pregnancies - 20	

Question 3 - Imagine you are making a home visit to a woman who gave birth last week to her 5th child. What are three things you would like to talk to her about?

	<u>Pre Test</u>	<u>Post Test</u>
Responses:	Postpartum Care - 1	Cleanliness - 1
	Hospital delivery - 2	Nutrition - 2
	Infant feeding - 6	Post-partum care - 5
	Breast feeding - 6	Baby care - 7
	Immunizations - 14	Breast feeding - 16
	Baby Care - 16	Family Planning - 22
	Family Planning - 17	Immunizations - 27

Question 4 - What is the most important part of your work?

	<u>Pre Test</u>	<u>Post Test</u>
Responses:	Curative - 1	Referral to clinic - 1
	Health talk - 1	Environmental - 1
	Vaccination - 1	Everything - 26
	Hospital delivery - 1	
	Child welfare - 2	
	Cleanliness - 7	
	Environmental sanitation - 14	

Question 5 - What is the least important part of your work?

	<u>Pre Test</u>
Responses:	Nothing - 24
	Cleaning other people's homesteads - 4

Evaluation of Trainers

At the end of each day CEFPA staff met with the trainers to evaluate the content, teaching methods, trainer's conduct of sessions and logistics. This was a good opportunity to reinforce and give feedback to the application of training techniques and also a time to make changes to improve the remaining days of the workshop.

Post-Training Phase

CEFPA staff met with the facilitators of Workshop B to make recommendations for future refresher training courses. This team also developed a questionnaire to be sent to rural clinic nurses (supervisors) of the RHVS who received refresher training.

The CEFPA staff and facilitators, Workshop B, met with officials from the MOH and USAID to brief them on the workshops and present the results of the participants evaluation.

Future Directions

CEFPA will collaborate with MOH and USAID in conducting a supervision workshop in early November, 1980. The participants will be the nurses from Workshop A. The MOH will send a delegate to CEFPA's Washington based supervision workshop in preparation for the Swaziland course.

APPENDIX A

List of Participants
Workshop A

1. Gladys Matsebula

Home:

Box 1119
Mbabane
Swaziland
Phone: 43506/7

Work:

Public Health Unit
Box 119
Mbabane
Swaziland

2. Pureen Ndzinisa

Home:

Ngwane School
PB No. 11
Nhlangano

Work:

Zombadze Clinic
c/o Ngwane School
PB No. 11
Nhlangano

3. Abegail T. Dhamini

Home:

Siteki H. Centre
Box 3H - Siteki
Phone: 98

Work:

P.O. Box 34
Siteki
Swaziland
Phone: 98

4. Muriel Tshabalala

Home:

Maseyisini

P.O. Box 29
Nhlangano Clinic
Nhlangano

Work:

Mahandle Clinic

5. Catherine Nelisiwe Vilakazi

Home:

King Sobhuza II H/C
P.O. Box 90

Box 259
Manzini

Work:

King Sobhuza II H/C
P.O. Box 90
Manzini
Phone: 52531

6. Ribbon South

Home:

Sitobala Rural Health Center
c/o Box 20 Hlatikhulu
Phone: 7 Kurutha

Work:

Sitobala R. H. Centre
c/o Box 20
Wansini
Phone: Kuruta 7

7. Eunice Mabuza

Home:

Box 1119
Mbabane
Phone: 43506/7

Work:

Public Health Unit
P.O. Box 1119
Mbabane
Phone: 43506/7

8. Martha Nkambule

Home:

P.O. Box 338
Mbabane

Work:

Public Health Unit
P.O. Box 1119
Mbabane
Phone: 43506

9. Zodwa Zwane

Home:

Box 2
Siteki
Phone: 21

Work:

Box 2
Siteki

10. Essellinah Matsebula

Home:

Horo Clinic
P.O. Box 46
Piggs Peak
Phone: 52

Work:

Horo Clinic
P.O. Box 46
Piggs Peak
Phone: 52

P.O. Box 12
Piggs Peak

11. Olive Nsibande

Home:

P.O. Box 6
Mankayane

Work:

Bhadzeni Clinic
c/o P.O. Box 6
Mankayane
Phone: 5 Mankayane

12. Beauty Masoudo

Home:

Box 20
Hlatikulu
Telephone: 14

Work:

Sipofaneui Clinic
P.O. Sipofaneui

APPENDIX B

List of Participants
Workshop B

1. Evelyn Mmaria
Home: Hhele hhele School
P.O. Box 11
Ntonjeni
Work: Ntoryini Clinic
2. Lina Magagula
Home: Nhlaguyavuka Nazarene School
P.O. Box 53
Work: Emangweni Clinic
P.O. Box 46
Piggs Peak
3. Ben Ngeawpalala
Home: Sipofaneni
Magidzela Store
P/P Manzini
Phone: Dhuzumoya Store
Work: Dhuzumoya
4. Jennet Masuku
Home: P.O. Box 23
Piggs Peak
Work: P.O. Box 23
Piggs Peak
5. Adellina Nkambule
Home: Siphofaneni Trading Store
P/B Manzini
Work: Siphofaneni Clinic
P.O. Manzini
6. Gladys Dhamini
Home: Ntonjeni Royal Krael
P.O. Box 1
Piggs Peak
Phone: 6312 P. Peak
Work: Ka Ndwandive

7. Neva Magongo
 Home: Hhel hhele Nazarene
 P.O. Box 11
 Ntonjeni
 Work: Ntonjeni
8. Mirriam Gama
 Home: Hele hhele Nazarene
 Box 11
 Ntonjeni
 Work: Ntonjeni
9. Busisiwe Mashele
 Home:
 Ntonjeni Post Office
 P.O. Box Ntonjeni
 Work: Ntonjeni
10. Elizabeth Mbingo
 Home:
 Mhlangatane School
 P.O. Mhlangatane
 Work: Mangweni Clinic
11. Justice Vilakati
 Home:
 Helehele Nazarene School
 P/B Piggs Peak
 Work: Ntonjeni Clinic
 P/B Piggs Peak
12. Elizabeth Sesaudze
 Home:
 Box 35 Nsoko
 Phone 1102 Nsoko
 Work: Ngongwane
13. Beauty Thabedze
 Home:
 Mashabei North School
 P/B Piggs Peak
 Work:
 Horo Clinic
 P/B Piggs Peak
14. Phyllis Dlamini
 Home:
 P.O. Box 11
 Ntonjeni
 Work:
 Ntonjeni Clinic

15. Etlah Shongwe
 Home: Mashobeni North School
 P/B Piggs Peak
 Work: Horo Clinic
16. John Myeni
 Home: Box 12
 Nsoko
 Phone: 221 Nsoko
 Work: Mbuthu
 Jubuli
17. Maud Mbhamali
 Home: Mambane Store
 Box 108
 Steki
 Phone: 1112
 Work: Mambane
 Lusuthu
18. Eld Ntshalintshal
 Home: Nhlanguyavuka Nazarene School
 P/B Piggs Peak
 Work: Emangweni Clinic
 P/B Piggs Peak
19. Lizzy Gama
 Home: Sidwashini Methodist School
 P/B Piggs Peak
 Work: Horo Clinic
 P/B Piggs Peak
20. Pauline Sibandze
 Home: Velezyweni School
 P.O. Box 20
 Phone: Manhayane
 Work: Manhayane P.H.U.
21. Pauline Mabuga
 Home: Canah Sec. School
 Private Bag. Manhayane
 Work: Manhayane P. H. U.

22. Tryphina Matsebula
- Home:
Kwamaphurgwane
P.O. Box 36
Sieki
- Work:
Siteki P.H.U.
23. Lettiecherg Dlamini
- Home:
P.O. Box 2
Nhlangano
- Work:
Ngwane Clinic
P.O. Box 2
Nhlangano
24. Phillipine Dlamini
- Home:
Maseyisini
Mbukwane Area
- Work:
Mbukwane
Box 38 Nhlaugano
Phone: Nhlaugano 5
25. Constance Dlamini
- Home:
Kashovuuga, Mahlandla
Phone: 61 Dhiangano
- Box 3
Mbukwane
- Work:
Ka Shovuuga, Mahlandla
Phone: 61, Dhlangano
26. Nesta Dlamini
- Home:
Zombodze
OP/Bag, 11 Mitangano
- Nawane Central Sch.
P, Bag, 11, Nhlangano
- Work:
Zombodz near the Royal Kraal
27. Grace Magagula
- Home:
Nhlanguyavuka Nazarene School.
P.O. Box 53 Piggs Peak
- Work:
P.O. Box 46
Piggs Peak
28. Beatrice Sibambo
- Home:
Lemokmbile
Box 30 Ntonjeni
- Work:
Lemvembili
Sidwasitini Methodist School
P.O. Box 30
Ntonjeni

APPENDIX C

Resource Persons Workshop A

Name

Mr. John Wilson
Ministry of Health
Mbabane Swaziland

Ms. Fiorna Duby
Family Life Association
Manzini, Swaziland

Ms. Maggie Makhubu
Acting Principal
Institute of Health Sciences
Mbabane, Swaziland

APPENDIX D

Resource Persons Workshop B

Christobal Sithole
Home Economics Extension
Box 162
Mbabane, Swaziland

Mr. Sammy Tsabecre
Bilharzia Unit
Box 53
Manzini, Swaziland

Ms. Ruth Bahle
T.B. Unit
Box 54
Manzini, Swaziland

Mr. J. S. Hlope
P.O. Box 53
Malaria Control Unit
Manzini, Swaziland

Ms. Shiba
Women in Development Project
P.O. Box 80
Piggs Peak, Swaziland

Phumelele Pitnera Mthembu
Mbabane Health Center
P.O. Box 1119
Mbabane, Swaziland

APPENDIX E

SCHEDULE FOR TRAINING OF TRAINERS WORKSHOP
July 28 - Aug. 8, 1980, Mbabane, Swaziland

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
I	July 28	29	30	31	August 1
	Introduction- How we will work together	Teaching Methods and Aids	Individual/Group Preparation Time Practice Session with Feedback	Group Work Practice Session with Feedback	Planning for a Field Visit Practice Session with Feedback
	Review of TOT and RHV curri- culum	How to Prepare for Delivery of Sessions	Individual/Team work on Develop- ing Case Studies	Review of Week I	Overview of Week II
	Session and logistic assignments	Role of Pri- mary, Sec- ondary and Observer	Communication		
	Philosophy of Training-How Adults Learn	Individual/ Group Work			
		Meeting with Trainers on RHV workshop logistics			
II	4	5	6	7	8
		John Wilson (resource person) Record System	Ms. M. Machubu (resource person)	Training Program Design	Review Case Study Review logistics RHV workshop
		Practice Sessions with Feedback			Setting the Climate at the Center
	Discussion vs. Q. and A. as teaching methods		Fiorna Duby (resource person)	Planning for Supervision Workshop	Things that Can Happen Evaluation

Hours: 8am - 1pm
2pm - 5pm

Daily schedule, Advanced Training for RNVs

Lutheran Farmers Training Centre

SWAZILAND

11 - 22 August, 1980

APPENDIX F

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>11</p> <p>Registration Opening Ceremony Orientation to work-shop Catchment Area</p>	<p>(12)</p> <p>Field Visit: Looking at Pregnancy Review and Feedback from Field Visit Pregnancy Surveillance</p>	<p>13</p> <p>Pregnancy, Risk and Referral Pregnancy, Follow-Up with Family Planning</p>	<p>14</p> <p>Communications Birth Surveillance Birth, Risk and Referral with Family Planning</p>	<p>(15)</p> <p>Field Visit: Looking at Birth and Family Planning Review and Feedback from Field Visit Free</p>
<p>18</p> <p>Birth, Risk and Referral Birth Follow-Up Resource Persons</p>	<p>19</p> <p>Communications Planning and Scheduling RNVs work</p>	<p>(20)</p> <p>Field Visit: Looking at the Under Fives and Relation to Family Planning Review, and Feedback from Field Visit Resource Persons</p>	<p>21</p> <p>Records and Reports Developing Presentations for Friday</p>	<p>22</p> <p>Closing Ceremony with RNV Presentations</p>

APPENDIX G

PROPOSAL - WORK PLAN

BACKGROUND

The USAID Mission and the Ministry of Health requested that CEFPA conduct training for health personnel pointed toward strengthening the MCH/FP component of the rural health service. Training needs were assessed and discussed during the site visits made by Dr. Samuel Wishik (November 1979), Mr. John Scottice (March 1980), B. Pedersen and D. Thompson (June 1980). Through numerous discussions with officials in health and related fields, by field observation and interviews with RHV's; plans were made to conduct workshops for clinic and Public Health nurses in:

- Training skills and techniques;
- Supervisory skills and techniques.

Twelve clinic and Public Health nurses have participated in the initial phase of training; a training of trainers (TOT) workshop held July 28 - August 8, 1980 at the Institute of Health Sciences, Mbabane. Three of the TOT participants had an opportunity to apply their skills immediately, by conducting a refresher training course for RHV's, August 11 - August 22 at the Lutheran Farmer's Training Center, Ngonini. The two workshops were conducted as a first step in strengthening the MCH/FP training component of the RHV program. Final reports from workshops A and B will be sent to all members of the training/coordinating

team upon completion.

The second phase of training will address the supervisory aspects of the rural health service. Plans were initiated for a supervision workshop by asking the TOT participants to develop overall objectives and list topics they would like to have covered in such a workshop.

PLAN

CEFPA staff will conduct a workshop in supervision and its practical application to the RHV program.

Workshop - Supervision

Dates of Workshop - (7 to 9 days)

November 1 - 9, or

November 1 - 7, or

November 2 - 8, or

November 3 - 9

Place - Institute of Health Sciences, Mbabane, Swaziland.

Participants - (maximum 15) The twelve clinic and Public Health nurses who attended the TOT workshop plus three nurses directly involved in supervising RHVs.

Workshop Objectives:

1. To understand the general principles of supervision.
2. To learn the skills, techniques and methods of supervision.
3. To draw up a supervisory action plan for the RHVs.

TASK ASSIGNMENTS

In order to achieve the objectives of the proposed

supervision workshop in November, certain tasks will need to be accomplished by the MOH, CEFPA and USAID before CEFPA's return to Swaziland around October 30, 1980.

TASK RESPONSIBILITIES TO BE COMPLETED BY MOH

- Notify TOT participants about supervision workshop;
- Select three additional participants (nurses involved in supervising RHVs) for a maximum number of 15 participants;
- Develop list of workshop participants, including address and position;
- Make arrangements for the participants to be released from their jobs on a full time basis during the course of the workshop;
- Confirm dates and number of participants with the Institute of Health Sciences;
- Arrange any necessary transportation for participants to workshop venue.

TASK RESPONSIBILITIES TO BE COMPLETED BY CEFPA

- Compile copies of all resource/reading materials to be used by participants;
- Develop schedule and curriculum from content suggestions given by TOT participants;

- Notify CEFPA finance officer of workshop costs and obtain necessary funds;
- Assign staff for workshop;
- Finalize travel plans and notify MOH/USAID.

SUPPORT FROM USAID MISSION - SWAZILAND

- Arrange hotel accommodations CEFPA staff;
- Provide training support, i.e., xerox , typewriter if necessary;
- Continue liaison;
- Arrange local transportation CEFPA staff.

COSTS INCURRED DURING SUPERVISION WORKSHOP

Both MOH and CEFPA will be responsible for specific budgetary items for the supervision workshop. Specific costs for items are not stated below; these will be developed separately by MOH and CEFPA.

MOH COSTS DURING SUPERVISION WORKSHOP

- Transportation of participants (if required) to and from workshop;
 - Rental of vehicle large enough to transport up to 15 participants if needed for field experience.
- (Note: No costs are to be incurred for participants lodging and meals at the Institute of Health Sciences.)

CEFPA COSTS DURING SUPERVISION WORKSHOP

- All training supplies necessary to conduct workshop;

- Away from station stipend for up to 15 participants @ E3.50/training day;
- All costs incurred by CEFPA training staff while in Swaziland.