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Trip Report

0-461

Travelers: Mrs. Grace Mtawali, INTRAH/ESA Regional
Training Officer
Ms. Stembile Matatu, INTRAH/ESA Consultant

Country Visited: BOTSWANA

Date of Trip: June 7 - 30, 1989

Purpose: To provide technical assistance to 10 MOH
service providers during a workshop to
develop the Trainer's Guide on Orienting
Service Providers in the Use of the
Botswana Family Planning Procedure Manual,
June 12 - 16, 1989.

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*On file with INTRAH Program Office

**On file with INTRAH/ESA

***On file with INTRAH Data Management Services

LIST OF ABBREVIATIONS

CEU	Continuing Education Unit
CHN	Community Health Nurse
CTT	Core Training Team
FHD	Family Health Division
FNP	Family Nurse Practitioner
GOB	Government of Botswana
NHI	National Health Institute
RTO	Regional Training Officer
PHC	Primary Health Care
ULGS	Unified Local Government Services

EXECUTIVE SUMMARY

INTRAH/ESA Regional Training Officer Mrs. Grace Mtawali and INTRAH/ESA Consultant Ms. Stembile Matatu visited Botswana from June 7-30, 1989. The two major activities in which the team participated were:

1. A workshop for 9 service providers and 1 tutor from June 12-16, 1989, on Developing a Guide on Orienting Health Providers on the Use of the Botswana FP Procedure Manual (1988). Mrs. Theresa Shashane, CHN and MCH Officer, Family Health Division, was a co-trainer in this workshop.
2. A project review from June 21-22, 1989, (see Appendix J) which focused on the level of implementation of all the INTRAH recommendations to the Botswana MOH from project needs assessment (conducted in July 1986) to April 1989. Mrs. Daisy Mosieman, Acting NHI Principal, chaired the project review meeting which was attended by 2 NHI tutors, 3 MCH/FP Unit personnel, the World Bank/GOB Training Coordinator for the Family Health Project, 1 MOH Education Development Officer, and 2 INTRAH representatives.

The INTRAH Regional Training Officer also provided technical assistance to the MOH/INTRAH Project Coordinator to finalize appendices of the FP Procedure Manual. Plans to have a camera-ready copy of the manual were made. The possible date for completion is August 4, 1989.

Major outcomes of the visit were:

1. a trainer's Guide on orienting service providers in the use of the FP Procedure Manual; and
2. a list of activities in which the MOH requires further technical assistance from INTRAH.

The following are major recommendations:

1. The MOH should re-program the canceled activity for training 16 CHNs in the use of the Guide on Orientating Service Providers in the Use of the FP Procedure Manual.
2. FP clinical trainer(s) should provide technical assistance during the first series of courses conducted by CHNs.

3. INTRAH and host country should allocate time in-country for completing documents developed in future programs.

Briefings were conducted with USAID/Botswana and Ministry of Health officials, and a debriefing was conducted with the MOH.

SCHEDULE OF ACTIVITIES

- June 5-6** Mrs. Grace Mtawali, Ms. Stembile Matatu with Miss Pauline W. Muhuhu, INTRAH/ESA Director, made preliminary plans for the visit.
- June 7** Mrs. Mtawali and Ms. Matatu departed Nairobi via Kenya Airways and arrived in Gaborone.
- June 8** Briefed at MOH with Mrs. K. Gasannelwe, Acting Under-Secretary, Manpower Development and Training, and Mr. Eddy Oshiro, Education Development Officer.
- June 8-11** INTRAH team met with Mrs. Theresa Shashane, MOH Co-trainer, to complete plans for the workshop.
- June 9** Briefed with Mr. John Roberts, Deputy Director, USAID/Botswana.
- Briefed with Mrs. Lucretia Koodibetse, Reference Group Member, on the informal pre-workshop needs assessment with FP providers in Gaborone.
- Briefed with Dr. H. Gongoro, Head of MCH/FP Unit, Miss D.G. Mompoti and Mrs. Shashane.
- June 12-16** Conducted workshop.
- June 18-20** Held discussions with Mrs. Gasannelwe.
- Compiled Orientation Guide.
- June 21-22** Project Review.
- June 23** Summarized project review discussions.
- Briefed with Dr. Mmatli, Head of Primary Health Care Support Unit.
- Obtained FP Logistics Management appendices from FHD for inclusion in FP Procedure Manual.
- Revised two sets of FP task lists and feedback collection tools for the Procedure Manual.
- June 27** Ms. Matatu departed.
- June 30** Mrs. Mtawali departed.

I. PURPOSE OF TRIP

The major purposes of the visit were to:

1. provide technical assistance to 10 FP service providers in the development of an Orientation Guide in the Use of the Family Planning Procedure Manual; and
2. assist the MOH in the review of the level of implementation of recommendations made during MOH/INTRAH project activities.

II. ACCOMPLISHMENTS

- A. All learning objectives of the workshop were achieved except for those pertaining to developing simple training and evaluation materials identified in the session plans developed.
- B. Ten participants consisting of 1 MCH officer, 1 midwifery tutor and 8 service providers participated in the development of the Guide on Orienting Service Providers in the use of the Botswana FP Procedure Manual.
- C. A draft Trainer's Guide for Orienting Service Providers to the FP Procedure Manual was developed.
- D. Agreement was reached that since most Botswana MCH/FP service providers are using skills obtained in PST FP training, orientation activities on the Use of the FP Procedure Manual should include a FP clinical skills practicum.
- E. A two-day project review focusing on recommendations of 9 INTRAH trip reports (1986-1989) was conducted.
- F. A private firm, The Blue Chits, was hired by the MOH to prepare the draft FP Procedure Manual for printing. This followed several discussions between the INTRAH team and various MOH divisions and USAID/Botswana.

G. Briefing was held with Mr. John Roberts, USAID/Botswana Deputy Director. Briefing and debriefing were held with Mrs. Kegalale Gasannelwe, Acting Under-Secretary, MOH, Mrs. W. Manyeneng and Dr. Mmatli, Primary Health Care Department, NHI and MCH/FP Unit representatives.

III. BACKGROUND

This visit is in response to a recommendation made during the project review conducted in September 1988 (see Trip Report #0-133). During this visit, two back-to-back workshops were to have been conducted, one to develop the Trainer's Guide on Orienting Service Providers in the use of the FP Procedure Manual and another to train 16 CHNs in the use of the Guide. Subsequently, the CHNs were to include Orientation on the use of the FP Procedure Manual for Service Providers in their respective district training plans.

However, since the FP Procedure Manual had not been printed at the time of this visit, only one of the planned two activities was conducted as will be presented in this report.

The INTRAH/MOH Memorandum of Agreement was effective July 1, 1987 to August 31, 1989. Therefore, in addition to conducting the activity to develop a FP Procedure Manual Guide, a project review was conducted to review the status of the project and actions taken on INTRAH recommendations, and to identify technical assistance required by the MOH to ensure printing and distribution of the FP Procedure Manual.

IV. DESCRIPTION OF ACTIVITIES

A. Workshop

1. Preparation

- a. April 29, 1989: Regional Training Officer Mrs. Grace Mtawali requested the MOH/INTRAH Project Coordinator to conduct a needs assessment among FP service providers to determine what problems were anticipated in the use of the FP Procedure Manual. Mrs. Lucretia Koodibetse, Senior Nurse/Tutor and NHI National Coordinator of the Midwifery Program, conducted this unstructured needs assessment during May 1989.
- b. June 5-6: In Nairobi, Mrs. Mtawali and INTRAH/ESA Consultant Ms. Stembile Matatu reviewed the FP Procedure Manual for common understanding, and in consultation with Miss Pauline Muhuhu, INTRAH/ESA Director, developed a preliminary list of tasks for workshop participants and selected workshop handouts.
- c. June 8-11: The INTRAH team, with Mrs. Theresa Shashane, MOH Co-Trainer, were briefed by Mrs. Koodibetse on the results of the needs assessment interviews with FP service providers and tutors. Information gathered demonstrated a lack of understanding of the purpose of a pre-workshop needs assessment.

After revising the FP task list developed in Nairobi, the curriculum and training materials were developed.

2. Briefing meetings were held with USAID/Botswana, MOH, NHI MCH/FP Unit to discuss the changed objectives of the visit, and reasons and implications for future activities. Mr. John Roberts, USAID Deputy Director, immediately telephoned Senior MCH Training Officer Ms. Dorcas Mompoti to emphasize the importance of completing the FP Procedure Manual during the project period. He requested Ms. Mompoti to provide USAID with an estimated date of completion of the manual before the INTRAH team departed Botswana. This action, supported by Mr. Eddy Oshiro, MOH Education Development Officer, was the key to hastening activity to engage a private firm to prepare a pre-printed copy of the Manual.

3. Workshop Implementation

a. Venue

The workshop was held from June 12-16, 1989 at the Oasis Motel, 5 kilometers from Gaborone.

b. Participants

A total of 10 participants: 3 CHNs, 1 FNP, 1 midwifery tutor and 5 registered nurse/midwives attended the workshop. Three participants were full-time breastfeeding mothers, who left the group daily for one hour to breastfeed.

c. Methodology

Participatory training methods were used. A brief introduction to *Phases of Group Development in a Workshop* was given. Reference to progress or problems in the development of the group process was conducted by trainers using a visual of *Phases of Group Development* (Tuckmann 1965).

This exercise in group process helped participants in small groups to cope with the change of membership dictated by the assigned group task or the departure of members to breastfeed their children and the late arrival of some participants.

The major parts of the training process and experiential learning activities, time schedule and lesson plans for the workshop are presented in the curriculum (see Appendix E).

Participants drafted the major components of the Guide and the trainers refined the components out-of-class and after the workshop.

d. Trainers and Resource Persons

The training team consisted of INTRAH/ESA Regional Training Officer Mrs. Grace Mtawali, INTRAH/ESA Consultant Ms. Stembile Matatu, and CHN and MCH Officer Mrs. Theresa Shashane from the MCH/FP Unit of the Family Health Division, Ministry of Health. Ms. Matatu is the ZNFPC Clinical Trainer who has trained

nurses in the INTRAH and UNFPA Botswana Project, and also participated in the development of the ZNFPC Clinical Procedures Manual. Mrs. Shashane, who has attended the UNFPA/WHO FP Clinical Skills course in Mauritius and is very experienced in MCH/FP service delivery, is expected to be a key person during the district workshops to orient service providers to the FP Procedure Manual. She will, however, need active support of the MCH/FP Unit Head in making her available for the district workshops and formal preparation in training skills. Currently her responsibilities include understudying Ms. Joan Mayers, Coordinator of BOTSPA IEC activities.

e. Evaluation

Pre- and post-workshop self-assessment check lists were administered. The results of the pre-workshop self-assessment (Appendix C) and trainers' observation of the group's progress led to the modification of training objectives. The greatest average increase in rating of tasks of the post-workshop self-assessment was 3.2 (in the task of development of a needs assessment tool). The least average increase was 0 (in the task of describing content of the FP Procedure Manual).

Other evaluation methods are listed in the curriculum (Appendix E).

f. Problems Related to the Workshop

1. At the time of the workshop the FP Procedure Manual was still in draft and the workplan developed in August 1988 to print and distribute the manual was behind schedule.
2. Although an attempt to conduct a pre-workshop training needs assessment was made, the information obtained was irrelevant. However, the process of developing a task list for a user of the Manual during the workshop provided a useful basis for developing the Orientation Guide.

3. Participant related problems were:
 - a) Although 7 participants were present on the first day of the 5-day workshop, 3 others filtered in daily up to the third day.
 - b) Selection did not match the workshop tasks. The proportion of trainers to service providers made it difficult for all objectives to be achieved.
 - c) The inclusion of 3 breastfeeding participants, who are officially allowed to leave work or the workshop from 11:30 am daily, disrupted group work.
 - d) The only tutor among the participants had to participate in the examination of final year student midwives during the last 2 days of the workshop.

B. **Project Review**

In November 1988 INTRAH/ESA requested the MOH to conduct an in-house project review for which a guide was provided. No response was received by INTRAH as to whether the review was conducted. This visit enabled the INTRAH team to assist the MOH team in reviewing the progress the MOH has made to date in implementing recommendations made throughout the life of the project. The two-day meeting (June 21-22, 1989) was chaired by Mrs. Daisy Mosieman, Acting NHI Principal. Nine INTRAH trip reports (Appendix J) formed the basis for the review. The meeting produced the following list of activities:

- actions the MOH has taken to implement recommendations;
- to be pursued and completed by host country; and
- INTRAH technical assistance required.

A summary of this meeting prepared by the INTRAH team is presented in Appendix J, noting existing gaps which the INTRAH team hopes will be the subject of a future project needs assessment.

On June 23, Mrs. Daisy Mosieman presented the summary of the project review to MOH representatives under the chairmanship of the Acting Under-Secretary.

Significant reactions to the one and a half hour long presentation includes the following:

- requests by the Acting Under-Secretary for the Reference Group to:
 1. meet and prioritize the technical assistance proposed in the June 21-22, 1989 project review meeting; and
 2. provide information about and names of members of the proposed CTT to be developed in the next MOH/INTRAH project.

- urgent request by MOH representatives to Charles Stayers, World Bank Training Coordinator for the Family Health Project, Mr. Ade Nunoo, Senior Graphic Artist, Health Education Unit of the FHD, and Ms. Dorcas Mompoti, to accelerate plans to select a private company to prepare a camera-ready copy of the FP Procedure Manual by the end of the MOH/INTRAH current Memo of Agreement. It was also agreed that the status of the plans to complete the Manual would be given to Mrs. Mtawali before her departure for Nairobi on June 30, 1989.

From June 26-29, the INTRAH team drafted workshop products and at frequent intervals follow-up was made of activities suggested during the Project Review and MOH debriefing to prepare the draft FP Procedure Manual for a camera-ready copy by a private company. Mrs. Neo Mokgautsi, MOH/INTRAH Project Coordinator, and Mr. Stayers were key actors in these activities.

Although no detailed plan was drawn up for the printing and distribution of the Manual, Mrs. Mokgautsi and Mr. Stayers agreed to have the following completed:

1. Complete insertion of appendices from the newly-developed FP Logistic Manual; Feedback Collection Tools and FP Task list.....July 7, 1989
2. Place page numbers on blank spaces in different procedural steps.....July 7, 1989
3. Submit the complete Procedure Manual draft to the private company.....July 7, 1989
4. Collaborate with the private company during preparation of the camera-ready copy....July 10 - August 3, 1989
5. Senior Graphic Artist (FHD) to supervise the quality of preparation of the camera-ready copy...July 7- August 3, 1989
6. Completion of camera-ready copy.....July 4, 1989
7. Contract to print the Manual...August/September 1989

Mr. Stayers promised to send INTRAH copies of the camera-ready copy soon after completion.

V. **FINDINGS/CONCLUSIONS/RECOMMENDATIONS**

1. **Findings/Conclusions**

- a. The personal needs and commitments of some participants disrupted group activities daily.
- b. Participant criteria and composition recommended per Trip Report #0-133 were not followed. This resulted in non-representation of essential participants, e.g., Reference Group members.
- c. Inappropriate or delayed selection and/or composition of participants has been observed as a persistent problem (Trip Reports #0-372, #0-107, #0-129) which raises a question as to the effectiveness of post-training performance of trainees.

Recommendations

- a. The MOH should initiate discussions with ULGS officials to develop participant criteria to be circulated to supervisors.
- b. Participant selection should be made well in advance of a workshop so that the project coordinator can review the appropriateness of candidates selected and take necessary steps to rectify problems and prepare candidates before workshop commencement.

2. Finding/Conclusion

Participants expressed the need to ensure that the trainers orienting FP service providers on the Use of the FP Procedure Manual are skillful in performance procedures. This statement is supported by findings in previous INTRAH/MOH workshops and by the inclusion of a FP skills practicum in the Orientation Guide.

Recommendations

- a. The orientation of 16 CHNs to the Guide should:
 - be preceded by a FP knowledge and skills update to prepare for the practicum included in the Orientation Guide;
 - be of at least 2 weeks duration so as to include adult learning training skills and enable participants to plan modified orientation guides for non-health and allied health workers; and
 - include at least 4 of the participants who participated in developing the Guide as resources during the orientation of different health providers in the use of the Manual.
- b. Trainers with FP clinical skills and adult learning methodology should provide technical assistance to CHNs in the first series of FP Procedure Manual orientations.
- c. MCH/FP training and service officers and the coordinator of the Continuing Education Unit should collaborate with selected representatives of district health teams to develop a feasible strategy to effect the proposed technical assistance to the CHNs.

3. Finding/Conclusion

The Guide focused on orientation in a workshop setting for the majority of FP service providers indicated in the Manual. Participants identified the need to orient Village Health Committee members and other volunteers in a practical or culturally acceptable approach, including using Setswana when necessary.

Recommendation

The MCH/FP Unit and Health Education Unit should explore and use a culturally acceptable approach to orient Village Health Committee members and other volunteers on the use of the FP Procedure Manual.

4. Finding/Conclusion

In all previous INTRAH assisted workshops which entailed drafting documents, it has been necessary for the INTRAH team in consultation with the MOH trainer(s), in-country and in Nairobi, to spend a long period refining and revising the document in preparation for printing. Similarly, the newly-drafted Guide could not be completed during this workshop.

Recommendation

In the future INTRAH and the host country should program time for refining and completing documents developed.

5. Findings/Conclusions (Project Review Meeting)

During the June 21-22, 1989 project review (Appendix J) several activities were to be completed or pursued by the MOH. Four of the major activities to be completed are:

- the identification and selection of members for the proposed core training team;
- follow-up of PST/IST/S linkages action plans;
- preparation of a camera-ready copy of the FP Procedure Manual and printing it; and
- development of a guide for managing FP clients referred to medical officers/specialists as indicated in the FP Procedure Manual.

Recommendation

The MOH should initiate, with appropriate heads of divisions, actions agreed on during the Project Review and MOH debriefing.

6. **Finding**

A proposal to develop a country plan aimed at strengthening FP service delivery was made during the Project Review. This is a crucial step and will provide direction and a foundation for the development of a training plan.

Recommendation

The MOH should develop a country plan to strengthen FP service delivery. In doing so, the Manpower Development and Training Division, MOH, should ensure that the plan links with and complements all other donor assisted in-country government and non-government family planning activities.

APPENDIX A

Persons Contacted/Met

APPENDIX A

Persons Contacted/Met

USAID/Botswana

Mr. John ROBERTS, Deputy Director

Ministry of Health

Dr. E.T. MAGANHLI, Deputy Permanent Secretary

Mrs. K.K. GASANNELWE, Acting Under-Secretary, Manpower
Development and Training Division

Mr. E. OSHIRO, Education Development Officer

Ms. W. MANYENENG, Assistant Director, Department of Primary
Health Care

Dr. MMATLI, Head of Primary Health Care Support Unit

National Health Institute - Gaborone

Mrs. D. MOSIEMAN, Acting Principal

Mrs. G. PHUMAPHI, Cordinator, Continuing Education Unit

Mrs. N. MOKGAUTSI, Coordinator, MOH/INTRAH Project

Mrs. P. MAROLE, Senior Tutor, Continuing Education Unit

Mr. Charles STAYERS, Training Coordinator, World Bank
Project

Mrs. L. KOODIBETSE, Senior Midwifery Tutor

Mr. E. MOUTI, Trainer, Distant Education Program, Continuing
Education Unit

Family Health Division

Dr. H. GONGORO, Head, MCH/FP Unit

Ms. D.G. MOMPATI, Senior MCH/FP Officer (Training)

Mrs. T. SHASHANE, MCH/FP Officer (Services)

Mr. C. HISAYI, Psychologist, MCH/FP Department

Miss Joanne MAYERS, BOTSPA Project

ULGS

Mrs G. MOLAKE, Training Unit

Others

Dr. V.N. NGCONGCO, Former Under-Secretary, Manpower
Development and Training, MOH

Mrs. A.G. LLIHANGA, Lecturer, Faculty of Law, University of
Botswana (IPPF Volunteer)

Ms. Muriel SKEET, MOH/ADB Consultant, NHI Expansion
Consultancy

Ms. Pearline Gilpin, Assistant Director, Patient Care
Services and Director Nurse, Midwifery Program, Mehany
Medical Centre, 1005 Dr. B.D. Todd Blvd, Nashville
Tennessee 37208 USA, Tel. (Office) (615) 327-6626

Mrs. Margaret OSEI-BOATENG, Deputy Head, Nursing Department,
University of Ghana, Legon, Ghana

APPENDIX B

List of Participants

APPENDIX B

List of Participants

1. Mrs. Bernadette G. BAGWASI
Nursing Sister
Princess Marina Hospital
P O Box 258
GABORONE
2. Ms. Lucy Kelediretse BAKUELENG
Staff Nurse
P O Box 69
SHOSHONG via Mahalapye
3. Mrs. Thokgamo BOITSHWARELO
Staff Nurse
Mahalapye Hospital
P O Box 49
MAHALAPHYE
4. Mrs. Frida BRICK
Staff Nurse
Jwaneng Town Council Clinic
Private Bag 001
JWANENG
5. Mrs. Millicent N. HOBONGWANA
Nursing Sister, Community Health Nurse
Village Clinic
Gaborone City Council
P O Box 69
GABORONE
6. Mrs. Daisy O. LEJOWA
Community Health Nurse
Private Bag 001
SELEBI - PHIKWE
7. Mrs. Mabel K.M. MAGOWE
Midwifery Tutor
National Health Institute
P O Box 985
GABORONE
8. Mrs. Khutsafalo MODISI
MCH Officer
Family Health Division
P O Box 992
GABORONE

9. Mrs. Phyllis P. MOMOTI
Nursing Sister, (CHN)
Family Health Division
P O Box 992
GABORONE

10. Mrs. Motlapele C. MPOFU
Family Nurse Practitioner
Private Bag 11
MOCHADI

APPENDIX C.1

Pre/Post-Workshop Self-Assessment Summary

APPENDIX C.1

SUMMARY OF PRE/POST WORKSHOP SELF ASSESSMENT

No. of Participants who completed Pre workshop tool 7 (3 had not arrived)
 No. of respondents who completed post workshop tool 8 out of 10 (80%)

WORKSHOP ON DEVELOPING A GUIDE FOR BOTSWANA
 FAMILY PLANNING PROCEDURES MANUAL ORIENTATION

PRE/POST WORKSHOP SELF ASSESSMENT CHECKLIST

Information:

The purpose of this checklist is to enable the workshop participants and facilitators to have pre and post workshop feelings of the participants about their experiences in the process of developing a Family Planning Procedures Manual orientation guide.

It is not a test so please tick under one number on the right side of the questionnaire to indicate the extent to which you have knowledge or skills in each of the statements on the left side.

	PRE (Average rating)	POST. (Average rating)	A
1. Knowledge of the content of Botswana Family Planning Procedures Manual	3.8	3.8	
2. Explaining Purposes of the Procedures Manual:			
a) For training	2.4	3.3	0.0
b) For service delivery	3.4	4.4	1.0
c) For supervision	2.1	4.6	2.0
3. Identifying the responsibilities of the facilitator in the orientation activities	2.6	4.1	1.0
4. Developing a needs assessment checklist as preparation for the orientation	1.1	4.3	3.0
5. Selecting and using training methods suitable for orientation	2.6	4.1	1.0

Statement	PRE (Average Rating)	Post (Average Rating)	Average Increase
6. Designing orientation sessions on the use of the Family Planning Procedures Manual	2.9	3.2	0.3
7. Developing Simplified training materials for the orientation sessions.	2.6	3.0	0.4.

APPENDIX C.2

Pre-Workshop Self-Assessment Average Rating

SUMMARY Respondents 7 (3 not present)

WORKSHOP ON DEVELOPING AN ORIENTATION GUIDE
FOR THE
BOTSWANA FAMILY PLANNING PROCEDURES MANUAL

(PRE/POST WORKSHOP SELF ASSESSMENT CHECKLIST

Information:

The purpose of this checklist is to enable the workshop participants and facilitators to have pre and post workshop feelings of the participants about their experiences in the process of developing a Family Planning Procedures Manual orientation guide.

It is not a test so please tick under one number on the right side of the questionnaire to indicate the extent to which you have knowledge or skills in each of the statements on the left side.

Statement	Very ade- quate		Ade- quate		Not ade- quate
	5	4	3	2	1
1. Knowledge of the content of Botswana Family Planning Procedures Manual	2	2	2		1
2. Explaining Purposes of the Procedures Manual:				1	1
a) For training		2	2		
b) For service delivery	2	3	2		
c) For supervision		2	4		1
3. Identifying the responsibilities of the facilitator in the orientation activities		2	3		1
4. Developing a needs assessment checklist as preparation for the orientation			3		2
5. Selecting and using training methods suitable for orientation	1	1	2	1	1

Statement	Very Ade-quate	Ade-quate	Not Ade-quate		
	5	4	3	2	1
6. Designing orientation sessions on the use of the Family Planning Procedures Manual		2	2	3	
7. Developing Simplified training materials for the orientation sessions.	1		2	3	1

APPENDIX C.3

Post-Workshop Self-Assessment Average Rating

APPENDIC C.9

SUMMARY OF POST WORKSHOP SELF-ASSESSMENT

WORKSHOP ON DEVELOPING AN ORIENTATION GUIDE FOR THE
BOTSWANA FAMILY PLANNING PROCEDURES MANUAL

PRE/POST WORKSHOP SELF ASSESSMENT CHECKLIST

Information:

The purpose of this checklist is to enable the workshop participants and facilitators to have pre and post workshop feelings of the participants about their experiences in the process of developing a Family Planning Procedures Manual orientation guide.

It is not a test so please tick under one number on the right side of the questionnaire to indicate the extent to which you have knowledge or skills in each of the statements on the left side.

Statement	Very ade- quate	Ade- quate	Not ade- quate		
	5	4	3	2	1
1. Knowledge of the content of Botswana Family Planning Procedures Manual	3	2	2	1	
2. Explaining Purposes of the Procedures Manual:					
a) For training	4		2		
b) For service delivery	4	3	1		
c) For supervision	5	3			
3. Identifying the responsibilities of the facilitator in the orientation activities	4	3	1		
4. Developing a needs assessment checklist as preparation for the orientation	3	4	1		
5. Selecting and using training methods suitable for orientation	4	3	1		

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Statement	Very Ade-quate	Ade-quate	Not Ade-quate
	5	4	3
		2	1
6. Designing orientation sessions on the use of the Family Planning Procedures Manual		5	3
7. Developing Simplified training materials for the orientation sessions.	1	3	2
		1	

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APPENDIX C.4

Pre/Post-Workshop Self-Assessment Instrument

Statement	Very Ade-quate	Ade-quate	Not Ade-quate		
	5	4	3	2	1
6. Designing orientation sessions on the use of the Family Planning Procedures Manual					
7. Developing Simplified training materials for the orientation sessions.					

APPENDIX D

Summary of Participant Reaction Responses

Course title: WORK SHOP IN THE DEVELOPMENT
OF A GUIDE FOR FP PROCEDURES
MANUAL: BOTSWANA
Date 16/6/89

No. of Respondents 8 (80%)

INTRAH PARTICIPANT REACTION FORM

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

1. Workshop objectives were clear and were achieved.

a. Strongly Agree b. Agree c. Undecided d. Disagree e. Strongly Disagree

| 1 | | 7 | | | | | | |

Please explain: Objectives were clear and the guide was developed. The main
purpose was a guide and that has been achieved. Everything was covered.
Objectives were clear and achieved. Because I was able to follow and have
absorbed adequate material. Sometimes assignments were not completed by
participants and facilitators had to complete them.

2. All workshop materials (presentations, handouts, exercises) were useful.

a. Strongly Agree b. Agree c. Undecided d. Disagree e. Strongly Disagree

| 4 | | 4 | | | | | | |

Please explain: Presentation by various groups and handouts were useful and
exercises were done. Materials (they) complemented each other, making exercises
easier. Sharing ideas was useful. They are a reference. Because we discussed
as a group and referred to the manual as necessary. ^{Materials} reinforced what was
conducted during the sessions. All material was useful.

3. Both the amount of material covered and the time for the workshop were about right.

a. Strongly Agree b. Agree c. Undecided d. Disagree e. Strongly Disagree

1 4 3

Please explain: Because we worked late and fast, too much was done in short time.

May be 2 weeks would have been better. Some areas not covered e.g. development of training materials. Time was not enough. We did not manage to cover some areas e.g. development of materials.

4. For the work I do or am going to do, this workshop was directly relevant.

a. Strongly Agree b. Agree c. Undecided d. Disagree e. Strongly Disagree

5 3

Please explain: Because being in the MCH/FP Unit I shall conduct similar workshop and follow the same trend. I will be able to orient trainers who are also users of the manual. I am a CHN with direct responsibility for training. Workshop most relevant to me as a provider and user of the FP manual. I have learned that some FP procedures I performed before were not accurate. Now I am able to orient my colleagues and clients on the importance of the manual. Because I work in a department responsible for monitoring, and follow up of implementation. The manual will stimulate FP providers to do what is expected.

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

a. Strongly Agree b. Agree c. Undecided d. Disagree e. Strongly Disagree

5 2 1

Please explain: Because we were focusing on service providers and clients

Some problems which may arise in the use of the manual were forecast and solutions suggested. The workshop based on real-life situations. We did not really go into solutions of problems. I know what to do to solve problems e.g. needs assessment (use of). In our groups we could not complete the discussions about the manual placement during client/provider session.

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6. Workshop facilities and arrangements were quite satisfactory:

a. Strongly Agree b. Agree c. Undecided d. Disagree e. Strongly Disagree

| 1 | | 5 | | 1 | | 1 | | |

Please explain: Venue inconvenient to participants; and noisy, and cold.

Change of venue mid-session. Facilities were inadequate e.g. rubbers, rulers.

7. The trainer/trainers for this workshop was/were very effective.

a. Strongly Agree b. Agree c. Undecided d. Disagree e. Strongly Disagree

| 4 | | 4 | | | | | |

Please explain: They were helpful, prepared and hardworking; clear our problems

and conflicts (in learning). Made sure to clear ground covered. We learned more

from them. Approachable, patient and available for help. Keep it up. Patient and

familiar with their roles and easy to work with.

Guidance was given throughout all activities. We were able to get something since

the workshop started from Pre/Post Self Assessment.

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

- 3 a. Use of more realistic examples and applications
- 6 b. More time to practice skills and techniques
- 6 c. More time to become familiar with theory and concepts
- 1 d. More effective trainers
- 3 e. More effective group interaction
- 2 f. Different training site or location
- 4 g. More preparation time outside the training sessions
- 3 h. More time spent in actual training activities
- 1 i. Concentration on a more limited and specific topic
- 3 j. Consideration of a broader and more comprehensive topic
- k. Other (specify) _____

Please explain: Planning sessions time inadequate. Time should have been
allocated for developing materials. Would have liked to have time to assess our
needs. If we had time for theory and concepts we would ^{work} better as a team.

Workshop was planned at a time that conflicted with NHI exams.

Most participants had had no previous experience with the manual (e.g. development,
field testing). Procedures were not practised.

We would have more experience if we do practical work. Planning sessions had
inadequate time allotted. Materials were not developed.

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

Trainers be sure to fill in topics.

Topics	very useful			not useful		No response
	1	2	3	4	5	
a. <u>Introduction to the Botswana FP Procedures Manual</u>	6	2				
b. <u>Needs assessment tool development</u>	6	1				Not/App.
c. <u>Task listing</u>	5		1			2
d. <u>Writing Expected Learning Outcomes/Objectives</u>	7		1			
e. <u>Outlining content to match learning outcomes</u>	5	1	1			1
f. <u>Matching orientation methods to expected learning outcomes and content</u>	6	1	1			
g. <u>Developing session plans</u>	8					
h. <u>Reviewing feedback collection Tools Appended in the Family Planning Procedure Manual.</u>	6		1			1
i. <u>Responsibilities of the Orientation Activity facilitator</u>	7		1			
j. <u>Individual knowledge and skills for sharing.</u>	7	1				

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

Techniques/ Resources	very useful					not useful	does not apply	No response
	1	2	3	4	5	6		
a. lectures	1	3	2	1				2
b. group discussions	5	2		1				
c. individual exercises	2	1	1		1			3
d. group exercises	5	2		1				
*e. clinical sessions		1					1	4
*f. field trips		1					1	5
g. handouts/readings	1	3	1		1			2
h. books		1					2	5
*i. audio-visuals		1					1	5

11. Additional Comments: Working as a group was very useful.

It was first time to be exposed to such a workshop and I will put in practice what was learned. Some people were too passive and therefore forcing others to be dominant.

Feel free to sign your name. (Optional)

December, 1987

* These methods were not used by trainers. Participants have marked them erroneously.

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APPENDIX I.1

List of Handouts Distributed to Participants

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List of Handouts Distributed to Participants

1. Workshop Goal and Objectives
 2. Tasks of the Graduate of the Workshop on Developing a Guide for FP Procedure Manual Orientation
 3. Tips on Selecting Training Methods
 4. Participatory Training Methods as they Apply to Orientation of Staff in Workshops or Community.
 5. Demonstration
 6. Role play
 7. * Tasks of a health Provider who has undergone/has to undergo Orientation to the use of the FP Procedure manual.
 8. Notes on Phases of Group Development
 9. Conditions for Adult Learning (Zimbabwe)
 10. Principles of Adult learning as applied to Workshop
 11. Sample lesson Plan: Format, Users Guide and Principles
 12. Question to Ask When Evaluating a Training Design (lesson plan)
 13. How to teach knowledge; skills and attitudes.
 - 14.* Pre/Post Orientation Self Assessment Checklist
 - 15.* Needs Assessment Questionnaire
 16. Purposes of a FP Procedure Manual
- * Products of the workshop, and these are components of the Trainers Guide for Orienting Service Providers in the Use of the Botswana FP Procedures Manual for Service Providers.

APPENDIX J

Project Review Meeting, June 21-22, 1989

APPENDIX J

PROJECT REVIEW MEETING

- o June 21, 1988 9.30 - 4.3- pm
- o June 22, 1988 9.30 - 12.30, 2.00 - 8.00 pm

Participants

- Mrs Daisy S. MOSIEMAN - Ag. Principal NHI,
Chairperson
- ** Mr Eddy OSHIRO - Education Development
Officer, Department of
Under Secretary Manpower
Development and Training
- * Mr. Charles STAYERS - Training Coordinator,
World Bank
- Mrs Grace PHUMAPHI - Coordinator, Continuing
Education NHI
- Mrs Neo MOKGAUTSI - MOH/INTRAH Project
Coordinator
- Mrs G. Dorcas MOMPATI - Senior MCH Officer,
MCH/FP Unit FHD
- Mrs Theresa SHASHANE - MCH Officer, MCH/FP Unit
- * Mr. A NUNU - Graphic Artist FHD
- Mrs Grace MTAWALI - INTRAH ESA Regional
Training officer
- Ms. Stembile MATATU - INTRAH Consultant
- * Attended the meeting in relation to the FP Procedure
Manual completion only
- ** Attended on June 21, 1989

AGENDA

1. Purpose of the meeting
2. Brief overview of the task to be accomplished
3. Introductions and Apologies

4. Status of the FP Procedure manual and immediate plans for completion of the camera ready copy (pre-printing)
5. Review of Recommendations related to the Manual (Trip Report No. 109)
6. Review of Progress of the Day and plan for handling Day 2

I. PURPOSE OF THE MEETING

- 1.1 The chairperson explained the purpose of the meeting, "To review recommendations that arose from the INTRAH/MOH training activities in response to Miss Pauline Muhuhu's letter, NHI Acting Principal, dated June 6, 1989".
- 1.2 INTRAH ESA Regional Training Officer (RTO) was asked to brief the meeting on the overview of the task to be accomplished.
 - a) RTO reviewed the MOH/INTRAH MOA objectives, and the termination date of the MOA and stated the importance of the findings of the meeting for future MOH/INTRAH collaboration.
 - b) The task for the meeting was to review all recommendations made by INTRAH since the first project activity including initial project needs assessment in order to determine :-
 - i) actions taken and results of action taken;
 - ii) what plans exist to complete unimplemented recommendations;
 - iii) what technical assistance is required, from whom, in order to implement the remaining recommendations.
 - c) Development of an action plan for completion of the FP Procedures Manual in readiness for printing.

INTRAH RTO explained also that the clinic visits to update FP statistics and range of activities in preparation for refresher training will not take place in view of the transition between old and new recording system; on-going renovations Gaborone City Council health facility and Princess Marina Hospital which makes clients of one facilities be temporarily attended in another.

I. FP PROCEDURE MANUAL : STATUS AND ACTION AGREED

1. Camera Ready Copy must be ready in 6 weeks, estimated date, 4th August, 1989. It is hoped that the chosen company would contract to work on the manual from 26/6/89.
2. Citadel (graphics) and Camera (computer) companies were first choice companies to produce camera ready copy
3. Compu-Print and Citadel - Second choice companies.
4. Mr. Nunu will work closely with the private company to maintain quality of work.
5. Nunu and Stayers to finalise working arrangements by June 22, 1989 with "first choice", especially computer technician from Camera who seemed unwilling to work with another company.
6. Neo and Mompati to calculate the number of manuals required, using ideas suggested by participants from the Manual Development Workshop. Then give response to Charlie for quotations for printing. Information about printing is required on Friday, June 23, 1989.
2. An Apology was made for Mrs K. Gasannelwe who was expected to chair the meeting but had to attend another meeting.

3. REVIEW OF RECOMMENDATIONS

- 3.1 Recommendations from nine INTRAH trip reports were reviewed (Trip Report Nos. 0-384, 0-337, 0-324, 0-128, 0-129, 0-126, 0-117, 0-109, 0-107).
- 3.2 INTRAH Team developed the following summary of outcomes of the two day meeting in relation to the task described at the beginning of the meeting.

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A. ACTIVITIES FOR WHICH BEGINNING DIRECTION OF
ACCOMPLISHMENTS HAVE OCCURRED

I. DEVELOPMENT OF FP PROJECT 1: TRIP REPORT NO. 0-384

a) FP Training Sites Expansion

Health facility upgrading and expansion is going on in Gaborone City Council and Princess Marina Hospital and is expected to influence FP training sites.

b) Provision of Vehicles

Vehicles exist and the transport problem is not an all-the-time concern.

c) Clarifying the Reference Group Roles and
Responsibilities

i) Proposal for enlargement of Reference Group
Composition to 12 members was made :-

- 1 Principal Tutor NHI
- 1 Project Coordinator (MOH/INTRAH)
- 1 Coordinator for CEU
- 1 Trainer/tutor from CEU
- 2 MCH/FP Unit representatives (1 training and 1 service)
- 2 Midwifery Tutors
- 1 Pre-Service Tutor
- 2 Service Delivery Staff (1 ULGS and 1 Hospital/Central Government)
- 1 Tutor from the Allied Health Professions

Rationale for this composition is that they are not always expected to be available as a full team, and members have other commitments.

ii) The Reference Group will be responsible for coordinating and conducting training at National level. They are advisory to the CTT. Overlap of Reference Group and CTT activities is expected.

iii) The previous task list of the Reference Group (Trip Report No. 0-434) Appendix C was reorganized into those tasks for which :

- a) the whole team is responsible
- b) are specific to the Project Coordinator

See Appendix L.

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II. DEVELOPMENT OF GENERAL FP POLICY GUIDELINES AND SERVICE STANDARDS TRIP REPORT NO. 0-107

- a) Activity completed
- b) Action on preparation for printing and distribution costs taken into account during drafting
- c) Planned orientation done.

III. DEVELOPMENT OF FP PROCEDURE MANUAL
TRIP REPORTS 0-109 AND 0-126

- a) Experiential learning process training has been used in all INTRAH assisted training.
- b) Counselling Training Manual developed with TA of PIACT to the MCH/FP Unit. 10 service providers have been introduced to the manual.
- c) FP Logistics management Manual has been developed. some of the FP statics form will be appended to the FP Procedure Manual.
- d) Regarding Clinic Service Management MEDEX project is currently analysing Management Needs Assessment. Findings of this needs assessment may reveal what actual clinic service management needs are.
- e) Feedback Collection Tools (Appended to the Manual)
 - i) Agreement was reached on the tool and the timing of 6 weeks after Orientation for the initial feedback and 6 months after Orientation for the second tool.
 - ii) The recommendation for MCH/FP Unit to develop an evaluation/monitoring system for the FP Procedure manual use was not pursued even although INTRAH team tried to clarify what was entailed in such a system.
- f) Developing the Manual Development Team into a team with "manual development expertise" - discussion not pursued. there are currently no manuals for development.

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g) Multiplier Effect

3 of the 13 participants in the procedure manual development have been included in FP logistics manual development and counselling manual.

Problems Expressed

- o Supervisors feel that everyone should have a fair turn in attending workshops.
- o Number of National training activities and timing sometimes conflicts with those of the DMT.
- o Some of the manual developers have more than one major responsibility.

h) PST/IST/S LINKAGES WORKSHOP MARCH 1988
TRIP REPORT 0-117

- i) No action taken but will be pursued by the NHI Acting Principal, Continuing Education Coordinator as initiator, with other members of the team selected during the 1988 workshop for following up the PST/IST/S Action Plans developed.
- ii) Another PST/IST/S Linkages workshop should be conducted, preceded by PST/IST/S Linkages needs assessment.

i) REVIEW OF THE FP INTEGRATION MANUAL APRIL 1988
AND 1989 TRIP REPORTS 0-117 AND 0-128

- i) Demographer on board on the NHI staff
- ii) Population Education Seminar (one day) has been conducted for tutors.
- iii) Allied Health Tutors attended TOT (Trip Report No. 0-128)
- iv) FP Integration Manual developed addresses FP tasks on which training activities will be based.
- v) Maintaining of (Training) skills learned by tutors will be accomplished by the Action Plan developed during the second workshop on the FP Integration Manual.

BEST AVAILABLE COPY

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- vi) NHI plans to have a "supplies officer" for CEU. There is a rapid turnover of typist in NHI which has an establishment of 3 typists.
- vii) The one NHI librarian will distribute books for the 5 NHI constituents.
- viii) Orientation of fellow tutors on the FP Integration Manual in 1 day workshops has been done in Gaborone, Francistown, Molepolole and Lobatse Psychiatric Hospital.
- ix) Monitoring Committee has drawn action plans to follow up the orientation.
- x) Course Plans: University of Botswana required curricula and course plans for all NHI. Deputy Prncipal has all copies in her office.
- xi) Low clientelle in Lobatse and clinical training

No concrete suggestion made for increasing the clientelle so that the clinic can be used as a training site.

iv. PRECEPTORSHIP SKILLS WORKSHOP
TRIP REPORT

- a) Recommendations for more workshops of longer duration and to be preceded with FP Clinical Skills, were adopted for consideration in the future.
- b) The recommendations to plan and conduct follow up of the trained preceptors was also adopted.

B. ACTIVITIES TO BE PURSUED AND COMPLETED
BY BOTSWANA MOH

ACTIVITY	OFFICIAL/DEPT. RESPONSIBLE	REMARKS
1. Follow up of the 21 trained Preceptors	MOH/INTRAH Project Coordinator with financial and material assistance of :- o Ag. Under Secretary Manpower Development. o NHI Principal o Continuing Education	<u>Purposes</u> o Identify physical location in relationship to training. o Discuss with supervisors to enable application of Preceptorship Skills. o On the job training by trainer conducting follow up e.g. learning monitoring tools use mini FP Case Studies, Copper T380A insertion.
2. Development of Guide for Managing FP Client Referrals	o Lead MCH/FP Unit o HC Technical Support Unit	

- | | | |
|--|--|---|
| 3. Field Testing of the FP Integration Manual (for NHI, NGO Health Providers, Schools) | Continuing Education | <ul style="list-style-type: none">o Time frame for field testing is :-

August 1989 - July 1990 (To be used in 1990 Academic year)o Orientation for Field Testers July 26 - 27, 1989.o Orientation Plan developed by CEU. |
| 4. Preparation of the FP Procedure Manual for printing and distribution | MOH/INTRAH Project Coordinator; World Bank Training Coordinator; Senior MCH Officer (Training) Graphic Artist. | <ul style="list-style-type: none">o Separate Action Plan to be developed.o Camera ready copy complete in 3-4 weeks after handing to private company who will prepare a camera ready copy. |
| 5. Add Training Equipment and means to secure the equipment | NHI Continuing Education | <ul style="list-style-type: none">o <u>Purposes</u><ol style="list-style-type: none">1. Make CEU have separate training equipment from NHI.2. To facilitate use of the FP Procedures in the Manual |

10. Orientation to use of other FP Manuals developed e.g.

MCH/FP Unit

o FP Counselling Training Manual

o FP Logistics Manual

11. Training in the Systematic Process of using Available Visual Materials for Regional Health Educators.

MCH/FP Unit

Health Education Unit

There is need to ensure that this training complements or builds on the current national I & EC program described in BOTSPA and the FH Division's project developed for Mochudi and other parts of the country (Panganibhai Zamora & Sebiel Consultancy 1988 Phase I & II)

12. Purposeful Planning

MOH Ag. Under Secretary
Manpower Development and
Training

13. Conduct training Resources Inventory, Categorising according to relevance to current areas of training.

- do -

14. Specification
of Post-training
Functions
prior to external
or internal
training

1. As a
basis for
selection
of trainees

2. As a
basis for
placement
after
training

15. Define ULGS
responsibilities
and role in
selection/
approval of
trainees

16a. Improve Student
staff/ration

MOH Ag. Under Secretary
Manpower & Training;
NHI Principal

b. Spread Student
in different
training sites

1. MOH/ADB
Consultancy
is working
on the
Expansion of
NHI (1989)

ACTIVITY/SKILLS	INTENDED PARTICIPANTS	IN-COUNTRY PLAN/ACTIVITY	REMARKS
1. Developing country plan to strengthen FP service delivery.	FP trained tutors and service providers	MOH/INTRAH Training Project Coordinator of Continuing Education; MCH Officer (training) to:-	
2. Core Training Team		<ol style="list-style-type: none"> 1. Review the list of potential members of CTT 2. Define the terms of reference for CTT 2. Present names and terms of reference to Ag. Undersecretary (US) and therefore US collaborate with supervisors of "CTT" to facilitate then assignment to FP training activities. 	Development of CTT skills
3. FP Training Resource Library			TMNA Establishment of the library and materials purchase.
4. Contraceptive Technology Update (theory)	16 CHN tutors (all programs including Allied Health) Preceptors Service providers		
5. FP clinical skills	As above except Allied Health		
6. FP clinic service management and development of supervisory tools.	As above but priority given to tutors/trainers and supervisors.		

ACTIVITY/SKILLS	INTENDED PARTICIPANTS	IN-COUNTRY PLAN/ACTIVITY	REMARKS
7. Counselling knowledge and skills	All the above		
8. Community Health Education Process	<ul style="list-style-type: none"> o Tutors of all programs o Preceptors o Service providers 		This activity must be linked with the current BOTSPA I & EC activities and there by FHD following on the consultations of Panganibhai and Zambia and Sebiel of Phillipines.
9. Preceptorship skills	Service Providers in training sites.	Identifying and developing the training sites.	
10. Training Needs assessment skills	<ul style="list-style-type: none"> o Reference group o CTF o Tutors o Supervisors for FP service providers 		
11. Skills in training others to conduct needs assessment.	TBD		
12. PST/IST/S Linkages	Trainers/tutors and service providers of Central Government ULGS, and NGO.	<p>Ag. Principal tutor, NHI and coordinator of CEU, initiate the follow up of Action Plans developed during 1988 PST/IST/S workshop, in collaboration with other members of the coordination committee.</p> <p>The above team provide INTRAH with appropriate information for the above collaboration.</p>	<ol style="list-style-type: none"> 1. Needs assessment 2. Conducting the workshops (second workshop)

ACTIVITY/SKILLS	INTENDED PARTICIPANTS	IN-COUNTRY PLAN/ACTIVITY	REMARKS
13. TOT in Adult Training Methodology and training program management	Continuing Education MCH Unit (training); CTT, and reference group, Regional Health Teams.		
14. FP service/program management	District Health teams		Explore if MEDEX/MOH project will cater for this training, if not INTRAH provide this training.
15. Consultation skills	Policy makers, supervisory teams trainers, MCH/FP division		Technical assistance particularly because of the large population requiring these skills.
16. Supervisory skills	Supervisors		
17. Orientation to the use of the manual	<ul style="list-style-type: none"> o 16 CHN o Team which developed the orientation guide in June 1989. 		<ul style="list-style-type: none"> o Use of the guide o Adult training methodology o Developing modified guides for non-health and Allied Health Workers.
18. Evaluation <ul style="list-style-type: none"> o Training activity o Program/impact evaluation o Development of evaluation plans. 	<ul style="list-style-type: none"> o Tutors o MCH/FP staff o District Health Teams o LGA matrons o CTT 		

APPENDIX K

Responsibilities of the MOH/INTRAH
Project Coordinator and Reference Group/Team

Appendix K

REVISED

RESPONSIBILITIES OF THE MOH/INTRAH PROJECT COORDINATOR

These are the responsibilities of the INTRAH/MOH Project Coordinator. He/She can co-opt any member/members of the reference group as necessary.

1. **Management of FP Training Project MOH/INTRAH**
 1. Writes reports using team members as resource and reports to appropriate persons.
2. **Technical Follow Up**
 1. Provides feedback to the graduate, the supervisors, Family Health Division, MCH/FP and NHI with some reference group members as resource.
 2. Orients Projects activities to health agencies and funding agencies.
 3. Collects information periodically on FP training to avoid duplication and adjust the program where necessary.
3. **Evaluation and Monitoring of Training Activities**
 1. Submits technical training report to INTRAH Nairobi after every training activity.
 2. Submits technical report to MOH after each training activity.
 3. Submits six monthly project review to INTRAH and MOH
 4. Participates in the end project evaluation report writing with one reference group member.

II. THE RESPONSIBILITIES OF THE WHOLE REFERENCE GROUP TEAM

The whole team is responsible for the following :-

1. Management of FP Training Project

- a) Participates in training project needs assessment.
- b) Sets criteria for selection of trainee/participants
- c) Identifies target groups
- d) Designs training program and training activities.
- e) Designs budgets for the training activities.
- f) Identifies training resources, sites, trainers and materials.
- g) Prepares training sites.
- h) Participates in designing curricula and session plans.
- i) Participates in development training and evaluation materials for the training activities.
- j) Conducts training at national level.

2. Technical Follow Up*

- a) Develops tools and schedules for follow up of participants.
- b) Conducts site visits to trainees.
- c) Reviews curriculum and initiate changes where necessary, if possible.

3. Coordination of Project Activities

Develops learning/teaching linkages between pre-service, in-service and service delivery.

4. Evaluation and Monitoring Training Activities*

- a) Plans for evaluation of training activities (scheduling and tools development process)
- b) Participates in planning and designing training program evaluation.
- c) Conducts periodic graduate or trainee follow up.
- d) Conducts six monthly project reviews.

- NB: 1. The Reference Group will hold periodic meetings to plan and assign responsibilities to each other.
2. The Reference Group will periodically review its capability to manage the training project and make appropriate recommendations.

* These responsibilities overlap and therefore require re-writing in future.

INTRAH TRAINING TEAM

JUNE 1989

5/1