

PD-ARH-567  
26140

**TRIP REPORT: BANGLADESH**

**PUBLICATIONS ASSISTANCE TO  
THE LOCAL INITIATIVES PROGRAM  
(LIP)**

**NOVEMBER 18 - DECEMBER 9, 1993**

**Susanna Binzen  
Ann Buxbaum**

**FAMILY PLANNING MANAGEMENT DEVELOPMENT**

**Project No.: 936-3055  
Contract No.: DPE-3055-Q-00-0052-00  
Task Order No.: A1725 BALIP**

## CONTENTS

<b>I.</b>	<b>EXECUTIVE SUMMARY .....</b>	<b>3</b>
<b>II.</b>	<b>BACKGROUND .....</b>	<b>3</b>
<b>III.</b>	<b>PURPOSE OF THE TRIP .....</b>	<b>4</b>
<b>IV.</b>	<b>ACTIVITIES .....</b>	<b>4</b>
<b>V.</b>	<b>NEXT STEPS .....</b>	<b>8</b>
<b>VI.</b>	<b>PERSONS CONTACTED .....</b>	<b>9</b>
<b>ANNEX 1:</b>	<b>PUBLICATIONS WORKPLAN .....</b>	<b>11</b>
<b>ANNEX 2:</b>	<b>STYLE GUIDELINES .....</b>	<b>26</b>
<b>ANNEX 3:</b>	<b>DRAFT OF WORKSHOP OUTLINES AND SESSION PLANS FOR IMPLEMENTATION WORKSHOP GUIDELINES, FAMILY PLANNING WORKERS TRAINING GUIDELINES, VOLUNTEERS' TRAINING GUIDELINES .....</b>	<b>32</b>
<b>ANNEX 4:</b>	<b>TRAINING MATERIALS TO BE DEVELOPED .....</b>	<b>83</b>
<b>ANNEX 5:</b>	<b>FAMILY PLANNING MANAGEMENT COMMITTEE MEETING MANUAL OUTLINE .....</b>	<b>85</b>
<b>ANNEX 6:</b>	<b>GUIDELINES FOR BRIEFING NOTES .....</b>	<b>86</b>

## **I. EXECUTIVE SUMMARY**

The Local Initiatives Program (LIP) strengthens the family planning program of the government of Bangladesh by providing training, technical assistance, and small grants to enable teams of family planning staff and elected officials to manage the program at the local level. The LIP has been in existence since 1987, and will expand considerably to reach new areas under its current buy-in from the U.S. Agency for International Development (A.I.D.).

To ensure that the high quality of the training and planning that occurs under the LIP continues during its period of expansion, the program is developing a series of manuals that describe how its various functions are carried out. These manuals will serve the additional purpose of providing family planning programs in other countries with the information necessary for replicating the program in their own settings. The manuals and Briefing Notes (short pieces describing the work and the impact of the LIP) were written up in a Publications Workplan that was developed for the current phase of the LIP. The purpose of this trip was to further develop the workplan for the LIP materials, to assign responsibility for tasks and deadlines for stages of completion, and to continue the implementation of the workplan. In addition, an FPMD/Dhaka publications style needed to be developed so that all the manuals and any future publications would have a uniform look. MSH consultant Ann Buxbaum (November 18-27, 1993) and FPMD Special Projects Associate Susanna Binzen (November 18-December 9, 1993) visited the FPMD/Dhaka office to work on these materials and on plans to complete them.

## **II. BACKGROUND**

The Local Initiatives Program (LIP) has been in operation since May of 1987. Its purpose is to improve the performance of the Bangladesh Family Planning Program at the grassroots level through improved program management and greater community involvement. The focus of LIP's activities is at the thana level, where the program provides training, technical assistance, and small grants to improve the management capability of the thana family planning staff and local leaders. This in turn strengthens the national family planning program and improves both its quality and its performance.

Under the current phase of the LIP, which began on October 1, 1993 with a follow-on buy-in from USAID/Dhaka and A.I.D./Washington, the program will expand to reach a total of 103 thanas and an estimated population of 12,650,000 eligible couples. To ensure that the high quality of the training and planning that occurs under the LIP continues during this expansion, the program is developing a series of manuals that describe how its various functions are carried out. Following the guidance of these proposed manuals, all training, planning, and monitoring should be carried out in a uniform, high quality way. These manuals will serve the additional purpose of providing family planning programs in other

countries with the information necessary for replicating the program in their own settings to improve program management and increase community involvement.

The manuals and additional short pieces describing the work and the impact of LIP, called Briefing Notes, were written up in a Publications Workplan that was developed for the current phase of the LIP. The scope of work for this LIP phase specifies that the program will "prepare a series of manuals on the use of management techniques and tools developed for program implementation, monitoring, and supervision. These manuals will cover subjects such as conducting In-Country Training Programs (ITPs), organizing action plan development and implementation activities, establishing family planning management teams and committees, monitoring operations at the thana level and below, conducting rapid assessments of program performance, managing volunteers, creating functional teams of clinical and non-clinical providers, etc."

### **III. PURPOSE OF THE TRIP**

The purpose of this trip was to further develop the Publications Workplan for these LIP materials, assigning responsibility for tasks and deadlines for stages of completion, and to continue its implementation. The expected outputs of this visit were:

- A finalized, detailed publications workplan (Annex 1)
- Consensus on "styles" guidelines for all FPMD materials (Annex 2)
- Dissemination of the styles guidelines to LIP staff
- A detailed outline and format for each manual and Briefing Note to be produced during the program period (Annexes 3, 4, 5)

### **IV. ACTIVITIES**

Ann Buxbaum, Senior Program Associate, MSH Population Program, and Susanna Binzen, Special Projects Associate, collaborated on this scope of work in Dhaka, Bangladesh from November 18-25, 1993, and Ms. Binzen continued with the activities through December 9 after Ms. Buxbaum's departure. Except for two days in Cox's Bazaar to observe an ITP Action Plan development in progress, all the work was carried out in Dhaka. The assistance fell into the following activity areas, which correspond to the expected outputs described above: publications workplan, styles guideline, manuals, and briefing notes.

#### **Publications Workplan**

The original Publications Workplan was developed in May 1993 by the LIP Project Director in collaboration with the FPMD Publications Unit and the FPMD Regional Director for Asia/Near East. The original workplan called for the production of eight manuals and eight

briefing notes. During this visit, this workplan was further developed to specify tasks, deadlines and assignments for completing these publications. The revised workplan was reviewed and approved by the Project Director, who will distribute it to the FPMD/Dhaka staff. (See Annex 1)

### **Style Guidelines**

The scope of work called for the development of style guidelines for all FPMD/Dhaka publications so that all FPMD/Dhaka publications would have a uniform look and would contain all the necessary elements. These guidelines were developed in collaboration with the Project Director. The style guidelines encompass both uniform spelling and capitalization of terms, and the format of the manuals (fonts, headers, footers, etc.). (See Annex 2) The style guidelines were presented and distributed to FPMD/Dhaka staff during a staff meeting after the visit was finished. The guidelines will be reviewed after they have been applied to one of the manuals and may be modified at that time.

### **Manuals**

Another item in the scope of work was to draft or finalize a detailed outline and format for each of the eight manuals:

1. LIP Action Plan Development Guide
2. In-Country Training Program Participants' Guide
3. District-Level Monitoring Instrument and Users' Guide
4. Thana-Level Monitoring Instrument and Users' Guide
5. Implementation Workshop Guidelines
6. Family Planning Service Providers' Training Manual
7. Volunteers' Training Manual
8. Family Planning Management Committee Guidelines

The first two of these manuals were already in draft form, and needed additional review. The others all required an outline and decisions on how they would be written.

## **Action Plan Development Guide**

Ms. Binzen reviewed and edited the most recent version (which had already been reviewed by FPMD Publications), recommending a number of refinements and drafting an expanded preface. FPMD/Dhaka will now incorporate these changes and put the manual into the new "FPMD/Dhaka style."

## **In-country Training Program Guide**

The draft ITP Guide had already been submitted to FPMD Publications for review, and recommended edits had been incorporated. During this visit, Ms. Binzen reviewed the most recent version and made detailed suggestions for changes and additions. As with the Action Plan guide, FPMD/Dhaka will now incorporate these changes.

## **Implementation Workshop Guidelines, Family Planning Workers Training Guidelines, Volunteers' Training Guidelines**

No drafts existed for these three manuals, which are an essential resource because the training they represent is conducted not by FPMD staff, but by the Thana Teams, who are not trainers. Therefore manuals presenting a standard training format, topics, objectives, and materials are very much needed.

The consultants worked with Mr. Sikder, Program Officer, to develop training objectives and plans for each session of the three workshops. In two mornings of brainstorming sessions the staff discussed and agreed on all aspects of training for each of the sessions. The results of this brainstorming were incorporated into the draft manuals (see Annex 3). The next step will be for Mr. Sikder to review each session and draft detailed trainer's notes and for assigned staff members to draft new training materials as required (see Annex 4). The manuals will then be tested in the field.

## **District- and Thana-Level Monitoring Instruments and Users' Guide**

These monitoring instruments do not yet exist; they will be developed during a workshop that will take place in February 1994. Once the instruments have been developed, FPMD/Dhaka will draft a manual on their use.

## **Family Planning Management Committee Meetings Manual**

No draft existed of this manual. Ms. Binzen met with S. K. Zaman, who will be in charge of drafting and assembling the manual, and developed an outline (see Annex 5) and deadlines for every stage of development (incorporated in the publications workplan in Annex 1).

### **Monitoring Guidelines**

This document is used by FPMD/Dhaka project officers as they monitor LIP sites. It was not originally included in the project scope of work, but at the request of the Project Director, the consultants reviewed the document and made a number of suggestions to simplify and clarify the contents. Ms. Buxbaum will make changes in the document on disc in Boston, and send it to FPMD/Dhaka.

### **Briefing Notes**

In addition to the manuals, the Publications Workplan called for the preparation of eight "Briefing Notes" about different aspects of the LIP and lessons learned about the impact of the program. These Briefing Notes will serve a variety of purposes. They will be compiled in a folder and distributed to the participants of the LIP In-Country Training Programs, to provide them with more information about the program. They will also be used for public relations and public information, to be sent as part of an information packet to local, regional, and international individuals and institutions who inquire about LIP. Each Briefing Note will be short, not more than two sides of one page. The Briefing Notes will be on the following topics:

- LIP Lessons Learned
- Empowering Women
- Transferring Technology
- Family Planning Program Decentralization
- Information, Education, and Communication
- Integrated Family Planning Program Management
- Using Untapped Resources
- Changing Client's Behavior

Although drafts had already been written for several of the Briefing Notes, a uniform style and basic outline needed to be developed so that they would share a uniform approach and a similar voice. The scope of work called for the creation of a detailed outline and format for each Briefing Note. This task proceeded more slowly than planned due to the sudden and unexpected requests for FPMD's time by the government as they developed and finalized plans for the Population Fortnight. The Fortnight, which began on December 6, consisted of

a series of events planned around the country to raise awareness of and increase people's commitment to the family planning program.

The Briefing Notes did advance, however. A basic framework was developed, and decisions were made to add a glossary, an organization chart, and an introductory history of the LIP. During a mini-brainstorming session the essential elements for each of the notes were determined and ideas were raised for the "real life" examples that should be included. Following the visit, the consultants will continue developing and refining some of the Notes, and the Project Director will assign the others to various FPMD staff. Drafts will be due in January 1994.

### **Presentation on LIP**

The LIP Project Director had requested assistance in developing a standard presentation on LIP for the regular use of the project, and information on who in the FPMD Publications Unit could provide technical assistance in developing this presentation.

The plan to discuss the format and content of this presentation fell victim to the time limitations caused by the Population Fortnight. It became something of a moot point, however, as the Project Director was planning to request assistance from the RAPID Project to design a presentation.

### **V. NEXT STEPS**

The consultants will work together to review and edit all English-language materials produced for the project. FPMD Publications and Communications Unit will provide assistance as agreed in Alison Ellis's January 1994 meeting with Abu Sayeed. Ms. Binzen will monitor the progress of FPMD/Dhaka and Boston in completing the tasks in the workplan, and will coordinate the work of Ms. Buxbaum and the FPMD Publications and Communications Unit. The two consultants are tentatively scheduled to return to Bangladesh in April 1994 to work further with FPMD/Dhaka staff.

## **VI. PERSONS CONTACTED**

### **USAID/Dhaka**

1. Robert Cunnane
2. Belayet Hossain

### **FPMD/Dhaka**

1. Abu Sayeed, Project Director
2. A. H. Sikder, Program Officer
3. S. K. Zaman, Senior Program Officer
4. Mohammed Ali Bhuiyan, Senior Program Officer
5. Ahmedul Ghani, Senior Program Specialist
6. Shabbir Ahmed, Program Officer
7. F. M. Mostaque, Program Officer
8. Emad Uddin, Program Officer

## **ANNEXES**

- Annex 1: Publications Workplan
- Annex 2: Style Guidelines
- Annex 3: **Draft of the workshop outlines and session plans for Implementation Workshop Guidelines, Family Planning Workers Training Guidelines, Volunteers' Training Guidelines**
- Annex 4: Training Materials to be Developed
- Annex 5: Family Planning Management Committee Meeting Manual Outline
- Annex 6: Guidelines for Briefing Notes

## ANNEX 1: PUBLICATIONS WORKPLAN

### Action Plan Development Guide

*Is in near final draft. Will be in English and Bangla. To be completed by March 1994.*

- Describe difference between objective and activity (e.g. reporting is activity)
  - Zaman or Susanna
- Preface - expand for Asian audience
  - draft by Susanna and Ann **this visit**
  - Sayeed review **by January 15**
- Letter for secretary to sign, to go at beginning of manual
  - FPMD/Dhaka, Ghani **by January 15**
- Make most recent suggested changes and make manual conform to current style guidelines
  - FPMD/Dhaka, Zaman **by January 15**
- Susanna to make sure FPMD staff know how to do the headers etc. in the style guidelines
  - Susanna, **this visit**
- Add Table of Contents
  - FPMD/Dhaka, **by January 15**
- Review Action Plan checklist vis a vis guidelines
  - Sayeed, **by January 15**
- Add Acknowledgements
  - Zaman, **by January 15**
- Send to Ann and Susanna and Pubs in Boston
  - Zaman, **by January 15**
- Final review (language fine tuning, check for inconsistencies)
  - Susanna, Ann, Pubs **by February 15**
- Review document for style "trial run," see if we want to adapt the draft style guidelines for manuals
  - Susanna, Ann, Pubs **by February 15**
- Glossary
  - Susanna, **by February 15**
- List of Abbreviations
  - Susanna, **by February 15**

## ITP Participants' Guide

*Is in near final draft. Will be in English and Bangla. To be completed by March 1994. This text will be standard; the individual ITP schedules and handouts will be separate. The ITP guide will contain: generic schedule, discussion questions, and one page on components of an Action Plan . The handouts will consist of: the specific schedule for that ITP, brief history of FP in Bangladesh, Fourth Population Project brochure, the Briefing Notes, the Fourth Five-Year Plan, and the recent MIS summary.*

- Replace specific schedule at front with generic schedule
  - M. Ali, by **January 15**
- Delete section on preparing action plan
  - FPMD/Dhaka, by **January 15**
- Add a blank page for notes, entitled "For Your Notes" on each of the blank pages, on the right hand page next to each page of the checklist (on the left hand page)
  - FPMD/Dhaka, by **January 15**
- Add supplementary materials, history of family planning in Bangladesh and current five year plan
  - Susanna draft
  - Sayeed review
  - add to document, Sayeed/M. Ali, by **January 15**
- Draft a preface -- welcome to ITP, how to use this manual
  - Susanna, **this visit**
  - Sayeed review
  - add to document, Sayeed/M. Ali, by **January 15**
- Add page on Components of an Action Plan, with a one-line description of each item and a couple of lines of the blank activity chart
  - M. Ali add to Zaman's page, by **January 15**
- Make Guide follow the new style guidelines
- Send complete draft to Ann, Susanna, Pubs in Boston
  - Zaman, by **January 15**
- Table of Contents
  - FPMD/Dhaka, by **January 15**
- Glossary and List of Abbreviations
  - Susanna to take from master list, by **February 15**
- Review and return draft of Guidelines
  - Ann, Susanna, Pubs, by **February 15**
- Consider having Bangla and English versions on different colored pages (for example, Bangla on white, English on blue)

## Monitoring Instrument User's Guide (District, Thana)

*No draft at present. Instruments will be drafted in workshop in February/March 1994. FPMD/Dhaka will write a manual on their use at that time. In Bangla.*

- Get materials for planning workshop
  - Ann will send, from Boston
- Develop workshop methodology
  - Sayeed
- After workshop, develop User's Guide from the instruments drafted, in the following topic areas: Service Delivery, Logistics, Personnel, Finance, Follow-up/Tracking System/Action
  - FPMD/Dhaka

## Implementation Workshop Guidelines

*Workshop session plan and cover sheet for each manual drafted. Will be in Bangla possibly with English copy. First complete draft by March 1994. Field test in workshops and make adjustments. Final draft by September 1994.*

- Develop detailed plan of content and activities for each session
  - Sikder, by **March 1**
- Build in the links from one session/content area to the next
  - Sikder? Ann?
- Collect all necessary existing materials for handouts
  - FPMD/Dhaka, by **March 1**
- Draft materials that were decided on in the brainstorming but don't yet exist
  - FPMD/Dhaka staff as assigned by **March 1**
- Write page on Preparation, Presentation, and Application for beginning of manual -- tips on asking questions, brainstorming, analyzing case analyses, etc.
  - Ann sent materials
  - Sikder draft by **February 1**, send to Ann and Susanna
  - Ann and Susanna review by **February 15**
- Review and revise/adapt (if necessary) Ann's Exercise Sheet (Local Impact of Rapid Population Growth)
  - Sikder by **March 1**
- When session plans and materials are assembled, circulate among FPMD/Dhaka staff for review and feedback
  - Sikder, on **March 1**
- Table of Contents
  - FPMD/Dhaka, by **March 1**
- FPMD/Dhaka staff review and return to Sikder
  - by **March 8**

- Incorporate changes and make sure document conforms to style guidelines, send to Ann, Susanna, and Pubs in Boston
  - Sikder by **March 15**
- Review and comment on technical contents, do edit of grammar in case it needs to be presented to A.I.D.
  - Ann, Susanna, in Boston by **March 31**
- Glossary and List of Abbreviations
  - Susanna, by **March 31**
- Review and update checklist for IW
  - Who? when?
- Field test draft manual in a couple of workshops, discuss findings and possible changes

## **Field Workers Training Manuals**

### Family Planning Service Providers

*Workshop session plan and cover sheets for each session drafted. Will be in Bangla. First complete draft by March 1994. Final draft by September 1994.*

- Develop detailed plan of content and activities for each session
  - Sikder, by **March 1**
- Build in the links from one session/content area to the next
  - Sikder? Ann?
- Collect all necessary existing materials for handouts
  - FPMD/Dhaka, by **March 1**
- Draft materials that were decided on in the brainstorming but don't yet exist
  - FPMD/Dhaka staff as assigned by **March 1**
- Add the page on Preparation, Presentation, and Application at beginning of manual
  - Review and perhaps add to list of suggested topics for on-the-job training or when volunteers meet monthly with FWA
  - Sikder, by **March 1**
- Table of Contents
  - FPMD/Dhaka, by **March 1**
- Glossary and List of Abbreviations from Susanna's master lists, translated into Bangla
  - FPMD/Dhaka, by **March 1**
- When session plans and materials are assembled, circulate among FPMD/Dhaka staff for review and feedback
  - Sikder, on **March 1**
- FPMD/Dhaka staff review and return to Sikder
  - by **March 8**

- Incorporate changes and make sure document conforms to style guidelines
  - Sikder by **March 15**
- If it is decided to translate it into English, FPMD/Boston reviews
  - Ann, Susanna, Pubs, by April 15?

### Volunteers Training Manual

*Workshop session plan and cover sheets for each session drafted. Will be in Bangla. First complete draft by **March 1994**. Field test in workshops and make adjustments. Final draft by **Sept. 1994**.*

- Develop detailed plan of content and activities for each session
  - Sikder, by **March 1**
- Build in the links from one session/content area to the next
  - Sikder? Ann?
- Collect all necessary existing materials for handouts
  - FPMD/Dhaka, by **March 1**
- Draft materials that were decided on in the brainstorming but don't yet exist
  - FPMD/Dhaka staff as assigned by **March 1**
- Add the page on Preparation, Presentation, and Application at beginning of manual
  - Table of Contents
    - FPMD/Dhaka, by **March 1**
- Glossary and List of Abbreviations from Susanna's master lists, translated into Bangla
  - FPMD/Dhaka, by **March 1**
- When session plans and materials are assembled, circulate among FPMD/Dhaka staff for review and feedback
  - Sikder, on **March 1**
- FPMD/Dhaka staff review and return to Sikder
  - by **March 8**
- Incorporate changes and make sure document conforms to style guidelines
  - Sikder by **March 15**
- If it is decided to translate it into English, FPMD/Boston reviews
  - Ann, Susanna, Pubs, by April 15?

### **Family Planning Management Committee Meetings**

*No draft at present, but some forms do exist. Will be in Bangla. Will be completed by end of September 1994.*

- Develop forms that don't yet exist: thana minutes, union minutes, revise unit level minute form
  - Zaman (**January**)

- Conduct background research - sit in on thana meetings, talk with TFPOs, TNOs, FPIs, FWAs to discuss the draft forms/agenda and get their reaction and feedback
  - Zaman by **February 15**
- Make any necessary changes to forms and circulate them to FPMD Project staff
  - Zaman, by **February 15**
- FPMD project staff test use of forms in their LIP areas
  - **Mid-February to end of March**
- Finalize forms, discussing them with Deputy Director of FP and Assistant Director
  - Zaman, by **April 30**
- Draft the manual and distribute to FPMD project staff
  - Zaman, by **April 30**
- FPMD project staff review manual and give feedback to Zaman
  - by **May 15**
- Put in standard FPMD/Dhaka format
  - by **May 31**
- Table of Contents
- Glossary
- Translate into English and have FPMD/Boston review
  - (send in June, Boston returns by end of July)
- Finalize document
  - Zaman, by **September 30**

### **Monitoring Guidelines**

*Is in near final draft. In English.*

- Review, eliminate redundancies, make consistent, move forms to be next to explanation
  - Ann, from Boston, by (date \_\_\_\_\_)
  - Narrative section goes after item 7 on p. 6
    - Ann, from Boston
  - Rewrite section on p. 6, summary report to reduce
    - Ann, from Boston
- Add dummy filled out forms as an appendix
  - FPMD/Dhaka
- Table of Contents
- Glossary
- Writing style is The Monitoring Team did thus and such...
- Add to routine monitoring: Follow up since last visit; and Items to be followed up on the next visit

## **Glossary**

- Develop complete glossary of terms in two parts (demographic terms and LIP/FP-specific terms) from which glossaries for each text will be derived
  - Susanna, **by December 20**
- FPMD staff in Boston and Dhaka review and agree on definitions
  - **By January 15**
- Terms are translated into Bangla

## **List of Abbreviations**

- Make complete list of all possible abbreviations
  - Susanna, **by December 20**
- Select necessary items from this list for each publication

**MANUAL DEVELOPMENT GANTT CHART**

	January				February				March				Apr.	May		Sept.
	7	14	21	28	4	11	18	25	4	11	18	25	30	15	31	30
<b>ACTION PLAN DEVELOPMENT GUIDE</b>																
Sayeed review drafted preface	[Task completed in early January]															
Ghani draft letter for secretary to sign	[Task completed in early January]															
Zaman make edits and have manual conform to new style regulations	[Task completed in early January]															
FPMD/Dhaka add Table of Contents	[Task completed in early January]															
Sayeed review Action Plan checklist for consistency with ITP guidelines	[Task completed in early January]															
Zaman add Acknowledgements	[Task completed in early January]															
Zaman send draft to Ann and Susanna	[Task completed in early January]															
Ann, Susanna, Pubs do final review	[Task completed in early January]															
Ann, Susanna, Pubs review document for style "trial run" and make suggestions	[Task completed in early January]															
Add Glossary, List of Abbreviations	[Task completed in early January]															
FPMD/Boston return comments to FPMD/Dhaka	[Task completed in early January]															
FPMD/Dhaka make final changes, produce	[Task completed in early January]															



	January				February				March				Apr.	May		Sept.
	7	14	21	28	4	11	18	25	4	11	18	25	30	15	31	30
<b>MONITORING INSTRUMENT USER'S GUIDE</b>																
Ann send materials on planning workshop (Done)																
Sayeed develop workshop methodology																
Hold workshop																
FPMD/Dhaka develop User's Guide from the instruments drafted in workshop																

	January				February				March				Apr.	May		Sept.
	7	14	21	28	4	11	18	25	4	11	18	25	30	15	31	30
<b>IMPLEMENTATION WORKSHOP GUIDELINES</b>																
Sikder develop detailed plan of content and activities for each session																
Sikder or Ann build in the links from one session content area to the next																
FPMD/Dhaka staff as assigned draft and finalize all necessary handout materials and exercises that don't exist yet																
Sikder collect all existing handout materials																
Sikder draft page of tips for trainers on Preparation, Presentation, and Application for beginning of manual																
Sikder sent Preparation page to Ann, Susanna																
Ann and Susanna review Preparation page																
Ann and Susanna return comments on Preparation page																
Sikder review and revise/adapt Ann's Exercise Sheet (Local Impact of Pop. Growth)																
Sikder assemble session plans and materials and add Table of Contents																
Sikder distribute assembled session plans and materials to FPMD/Dhaka staff																
FPMD/Dhaka staff review session plans etc. and return to Sikder																
Sikder incorporate changes and make sure document conforms to style guidelines																



	January				February				March				Apr.	May		Sept.
	7	14	21	28	4	11	18	25	4	11	18	25	30	15	31	30
<b>FAMILY PLANNING SERVICE PROVIDERS MANUAL</b>																
Sikder develop detailed plan of content and activities for each session																
Sikder or Ann build in the links from one session content area to the next																
FPMD/Dhaka staff as assigned draft and finalize all necessary handout materials and exercises that don't exist yet																
Sikder collect all existing handout materials																
Sikder add Preparation page to manual																
Sikder add Glossary and List of Abbreviations																
Sikder assemble session plans and materials and add Table of Contents																
Sikder distribute assembled session plans and materials to FPMD/Dhaka staff																
FPMD/Dhaka staff review session plans etc. and return to Sikder																
Sikder incorporate changes and make sure document conforms to style guidelines																
Field test draft Guidelines in a couple of workshops, discuss findings and changes																
Make changes and finalize document																
Reproduce document																

	January				February				March				Apr.	May		Sept.
	7	14	21	28	4	11	18	25	4	11	18	25	30	15	31	30
<b>VOLUNTEERS TRAINING MANUAL.</b>																
Sikder develop detailed plan of content and activities for each session																
Sikder or Ann build in the links from one session content area to the next																
FPMD/Dhaka staff as assigned draft and finalize all necessary handout materials and exercises that don't exist yet																
Sikder collect all existing handout materials																
Sikder add Preparation page to manual																
Sikder add Glossary and List of Abbreviations																
Sikder assemble session plans and materials and add Table of Contents																
Sikder distribute assembled session plans and materials to FPMD/Dhaka staff																
FPMD/Dhaka staff review session plans etc. and return to Sikder																
Sikder incorporate changes and make sure document conforms to style guidelines																
Field test draft Guidelines in a couple of workshops, discuss findings and changes																
Make changes and finalize document																
Reproduce document																

	January				February				March				Apr.	May		Sept.
	7	14	21	28	4	11	18	25	4	11	18	25	30	15	31	30
<b>FAMILY PLANNING MANAGEMENT COMMITTEE MEETINGS MANUAL.</b>																
Zaman develop the forms that don't exist yet (thana minutes, union minutes)																
Zaman attend thana meetings to get feedback on draft forms and agendas																
Zaman make necessary changes to forms and distribute to FPMD/Dhaka staff																
FPMD/Dhaka staff test forms in their areas																
FPMD/Dhaka staff give Zaman feedback on forms																
Zaman finalize forms, discussing with DD-FP and Assistant Director																
Zaman draft the manual and distribute to FPMD/Dhaka staff																
FPMD/Dhaka staff review manual and give feedback to Zaman																
Zaman incorporates feedback and sees that manual is put into standard format																
Zaman adds Table of Contents, Glossary																
Translate into English, have FPMD/Boston review																
Zaman finalize document																

ANNEX 2: STYLE GUIDELINES

**FPMD/DHAKA STYLE SHEET**

<p><b>Numbers and Dates</b></p> <ul style="list-style-type: none"><li>● 1980-1985</li><li>● pp. 32-41, pp. 132-41</li></ul>	<p><b>Abbreviations</b></p> <ul style="list-style-type: none"><li>● Ensure names are spelled out first time in each chapter, followed by abbreviations in parentheses</li></ul>
<p><b>Punctuation</b></p> <ul style="list-style-type: none"><li>● Susanna prefers the use of the serial comma, e.g. Information, education, and communication; at the thana, union, and unit level</li></ul>	

Most recent update: January 14, 1994

<p><b>Capitalization</b> <b>Hyphenation</b> <b>Spelling</b> <b>Italics</b></p> <p>Indicate the following where appropriate:</p> <p>noun (n) verb (v) adjective (adj) singular (s) plural (p)</p>	<p><b>A</b></p> <ul style="list-style-type: none"> <li>● A.I.D. (but USAID)</li> <li>● Action Plan</li> </ul>	<p><b>B</b></p>	<p><b>C</b></p> <ul style="list-style-type: none"> <li>● counselling</li> </ul>
<p><b>D</b></p> <ul style="list-style-type: none"> <li>● DD-FP (position)</li> </ul>	<p><b>E</b></p> <ul style="list-style-type: none"> <li>● Eligible Couple (ELCO)</li> </ul>	<p><b>F</b></p> <ul style="list-style-type: none"> <li>● FP-MCH (program)</li> </ul>	<p><b>G</b></p> <ul style="list-style-type: none"> <li>● grassroots (adj)</li> </ul>
<p><b>H</b></p>	<p><b>I-J-K</b></p> <ul style="list-style-type: none"> <li>● Implementation Workshop</li> </ul>	<p><b>L</b></p> <ul style="list-style-type: none"> <li>● Local Initiatives Program (LIP)</li> </ul>	<p><b>M</b></p> <ul style="list-style-type: none"> <li>● MO/MCH-FP (position)</li> </ul>

Center or centre?

<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>
<b>R</b>	<b>S</b>	<b>T</b> <ul style="list-style-type: none"><li>● thana</li><li>● thana team</li></ul>	<b>U</b> <ul style="list-style-type: none"><li>● union</li><li>● unit</li></ul>
<b>V</b>	<b>W</b>	<b>X-Y-Z</b>	

## FPMD Dhaka Idiosyncrasy Sheet

### *Do not use:*

Very  
Likewise  
Second of all

### *Sentences should not begin with:*

Thus  
Because  
Due  
As per  
Per

Say "trained in" **not** "training on"

Program, not programme  
But Organise **not** organize

### Always Capitalize:

Satellite Clinics  
Volunteers  
Progress and Financial Reports

### Hyphenate:

mid- and senior-level  
union- and thana-level  
self-sustaining  
community-based  
clinic-based  
decision-making (adjective)  
record-keeping (adjective, as in record-keeping systems)  
socio-economic

### Do not hyphenate:

high quality services  
grassroots  
resupplying  
underserved  
policymaker  
fieldworker  
decisionmaker

**MAIN HEADING IS BOLD, 14 POINT, SMALL CAPS**

**Next Heading is Bold, 14 Point, Not Caps**

***Next Heading is Bold, 13 Point, Italic***

**Box Titles are Bold, 13 point, Double Underline**

Text in boxes is regular 12 point.

Boxes are double line border, usually no shading.

Regular text is 12 point. *Examples are in italic.*

Header A: Even pages. Consists of:

Font is CG Times Bold Italic 12 point [Ctrl F8]. Page number [Shift F8, 2, 6, 3 Insert Page Number], three spaces, Book name not all caps (first letter of each main word in caps) (HRt)

Line underneath [Alt F9, 5 line], width of .02 (HRt)

Footer A: Even pages. Consists of:

Line spacing .5 [Shift F8, 1, 6], Line [Alt F9], width of .02 (HRt) (HRt)

Local Initiatives Program in small letters [Block, Control F8, 1,4 Small], Small caps [Block, Ctrl F8, 2, 7], flush left (regular default, don't do anything)

Header B: Odd pages. Consists of:

Font is CG Times Bold Italic 12 point [Ctrl F8]. Chapter name not all caps (first letter of each main word in caps), three spaces, page number [Shift F8, 2, 6, 3 Insert Page Number], all flush right (block the text and then Alt F6) (HRt)

Line underneath [Alt F9, 5 Line], width of .02 (HRt)

Footer B: Odd pages. Consists of:

Line spacing .5 [Shift F8, 1, 6], Line [Alt F9], width of .02 (HRt) (HRt)

Local Initiatives Program in small letters [Block, Control F8, 1,4 Small], small caps [Block, Ctrl F8, 2, 7], flush right [block text and then Alt F6]

Even numbered pages should always be on the left, odd numbered pages on the right.

Books and chapters should always begin on the odd, right hand page.

### Top and Bottom Margins

Top margin should be (is currently .75)

Bottom margin should be .25 (because paper in Bangladesh is longer than the American paper for which WordPerfect is designed)

ANNEX 3: DRAFT OF WORKSHOP OUTLINES AND SESSION PLANS FOR IMPLEMENTATION  
WORKSHOP GUIDELINES, FAMILY PLANNING WORKERS TRAINING GUIDELINES,  
VOLUNTEERS' TRAINING GUIDELINES

**IMPLEMENTATION WORKSHOP**

One-day Workshop

*Trainers: Thana Team (TNO, TFPO, ATFPO, Sr. FWV, MO/MCH-FP)*

*Participants: Union Parishad Chairman, Parishad members, local family planning staff (FPI, FWA, FWV, Medical Assistant, Health Assistant, Assistant Health Inspector)*

*Optional*

*Participants: Block Supervisor (Agriculture), Union Social Worker, Universal Education Staff, NGO Representatives, etc.*

*Maximum Number of Participants: 35*

**Inaugural Session**

Registration

Introductory Session

Welcome Address

Icebreaking Session

Explanation of Training Objectives

Explanation of the Two-day Program Agenda

Topic One: The Population Problem and Its Impact on Socioeconomic Conditions

Topic Two: Background and Objectives of the Local Initiatives Program and Its Implementation Process

**For Projects Entering Second or Subsequent Years**

Topic Three: Experiences and Lessons Learned During the Previous Year

**Working Session**

Topic Four: Presentation of Thana Action Plan

Topic Five: Record-keeping and Reporting System of LIP

Topic Six: Preparation of Union/Unit Workplans by Participants

**Consolidation Session**

Topic Seven: Presentation of Union Workplans

Topic Eight: Wrap up and Closing



## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Introductory Session:**

**Welcome Address**  
**Icebreaking Session**  
**Explanation of Training Objectives**  
**Explanation of the Four-day Program Agenda**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Explain the training objectives that will be used in the training course
2. Describe what topics will be covered during the training course
3. Speak and participate more freely and comfortably because of the ice breaker

#### **Approximate Time:**

#### **Session Methodology**

Presentation

Ice breaker

#### **Materials**

Handout: Program schedule

#### **Workshop Purpose**

For everyone to understand their roles and responsibilities under LIP and how the plan will be implemented.

#### **Workshop Objectives**

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

1. Explain the goal and objectives of LIP
2. Explain how the program will be implemented step by step
3. Describe their own roles in carrying out the program
4. Prepare a workplan of activities

## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Topic One:**

#### **The Population Problem and Its Impact on Socioeconomic Conditions**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Describe the problems relating to rapid population growth in Bangladesh
2. Describe how the national problem affects the socioeconomic conditions of their own locality (education, housing, employment, health, environment, agriculture)
3. Project population growth of the locality and its impact on the basis of current trends

#### **Approximate Time:**

One hour

#### **Session Methodology**

Presentation/discussion of:

Population of Bangladesh  
Population in the locality  
Population growth

#### **Materials**

Handout IW-1: Population figures, national and local (created by Thana Team from exercise sheet)

#### **Preparation for Session**

Complete exercise sheet of Local impact of Rapid Population Growth with local information on education, housing, employment, health, environment, agriculture

## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Topic Two:**

### **Background and Objectives of the Local Initiatives Program and Its Implementation Process**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Describe how the family planning program will be administered differently in the community after LIP (community involvement and "ownership" -- the LIP Approach)
2. Describe what the roles and responsibilities of the community leaders are in implementing the LIP
3. Describe how family planning services will improve and the program will be better managed once LIP has begun

#### **Approximate Time:**

One hour

#### **Session Methodology**

Presentation (LIP approach, roles and responsibilities, improvement of services)

Discussion (roles and responsibilities, improvement of services)

#### **Materials**

Handout IW-2: LIP Background, Objectives, and Implementation (Brag sheet)

#### **Preparation for Session**

## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Topic Three:**

### **Experiences and Lessons Learned During the Previous Year**

**[For Projects at least one year old]**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Identify the benefits brought about by the LIP
2. Identify the problems that have occurred in implementing LIP
3. Describe how this year's program is different from last year's

#### **Approximate Time:**

One hour

#### **Session Methodology**

Discussion

#### **Materials**

Discussion questions

1. How is this year's program different from last year's? (What new activities are there?)
2. Has accessibility to family planning services been improved?
3. What are the most successful aspects of last year's LIP implementation?
4. What problems have you encountered? What have you done to correct these problems?
5. Is the level of community participation sufficient?
6. Has the Thana Team submitted all its reports on time?

## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Topic Four:**

#### **Presentation of Thana Action Plan**

#### **Session Objectives**

On completing this session, participants will be able to:

1. List the objectives toward which they will be working, and some of the activities that will be carried out
2. List expected outputs
3. Identify the person responsible for each activity
4. Describe the budget for each activity

#### **Approximate Time:**

One and a half hours

#### **Session Methodology**

Presentation of Thana workplan, outputs, people responsible, budget

Questions and discussion

#### **Materials**

Handout IW-4: Copy of Action Plan to each union

#### **Preparation for Session**

Have copies of: Action Plan

## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Topic Five:**

#### **Overview of Record-keeping and Reporting System of LIP**

##### **Session Objectives**

On completing this session, participants will be able to:

1. Describe what information is required from each level (Volunteer to FWA, FWA to FWI, FWI to Union Chairman, Minutes of Committee Meetings)
2. State when reports are due to be submitted
3. Describe the Progress and Financial Reports
4. Explain the consequences of not submitting the Progress and Financial Reports

##### **Approximate Time:**

Half hour

##### **Session Methodology**

Presentation of information flow, report schedule, Progress and Financial Reports and the consequences of non-submission

##### **Materials**

Action Plan for reference

##### **Preparation for Session**

Have Progress Report and Financial Report formats

## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Topic Six:**

#### **Preparation of Union/Unit Workplans by Participants**

##### **Session Objectives**

On completing this session, participants will be able to:

1. Describe how to make the schedule of LIP activities in the Action Plan by union/unit and how to assign activities
2. Explain who will carry out the activities and how they will carry them out

##### **Approximate Time:**

One and a half hours

##### **Session Methodology**

Small group work  
Brainstorming  
Preparation of workplans

##### **Materials**

Handout IW-6: Blank activity chart form

##### **Preparation for Session**

## **IMPLEMENTATION WORKSHOP**

### **Cover Sheet for Topic Seven:**

### **Consolidation and Presentation of Union Workplans**

#### **Session Objectives**

On completing this session, participants will be able to:

1. State the activities that will be carried out in their union/unit
2. State the activities for which they themselves will be responsible

#### **Approximate Time:**

One hour

#### **Session Methodology**

Presentation of workplans by Union Parishad Chairman or FPI

Immediate feedback by resource persons

Make any necessary corrections

#### **Materials**

#### **Preparation for Session**

**Cover Sheet for Topic Eight:**

**Wrap-Up and Closing**

**Closing Remarks**

Reinforce the Action Plan

Thana Team offers assistance whenever necessary

**Approximate Time:**

**Materials**

**Preparation for Session**

## FAMILY PLANNING STAFF TRAINING WORKSHOP

Two-day training - LIP management and FP refresher

*Trainers: Thana Team Members (TFPO, MO/MCH-FP, ATFPO, Sr. FWV)*

*Participants: FWAs, FWVs, FPIs, Medical Assistants of LIP unions, Pharmacist*

### Introductory Session

Registration

Introductory Session

Welcome Address

Icebreaking Session

Explanation of Training Objectives

Explanation of the Two-day Program Agenda

### Working Session

#### **Introduction to the Local Initiatives Program**

Topic One: The Population Problem and Its Impact on Socioeconomic Conditions

Topic Two: Goal, Objectives, and Implementation Process of the Local Initiatives Program

Topic Three: The Importance of Political Commitment and Community Participation in the Family Planning and Maternal and Child Health Program and the Role of FP Workers in Ensuring Community Participation

Topic Four: Role of Community Leaders, Family Planning Staff, and Volunteers in Implementing the Local Initiatives Program

Topic Five: Organizing and Conducting Union/Unit Committee Meetings

#### **The Roles of Family Planning Staff in the LIP:**

##### **Providing Services**

Topic Six: Review and Update of Family Planning Methods



Topic Seven: Counselling, Motivation, and Quality of Care

Topic Eight: Organizing and Managing Satellite Clinics

**Selecting, Supervising, and Managing Volunteers**

Topic Nine: Selection and Assignment of Volunteers

Topic Ten: Supervising and Managing Volunteers

**Keeping Records**

Topic Eleven: Conducting Monthly Meetings with Volunteers

Topic Twelve: Record Keeping and Reporting  
FWA Register  
ELCO Registration  
ELCO Mapping  
Preparation of Reports

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Introductory Session:**

**Welcome Address  
Icebreaking Session  
Explanation of Training Objectives  
Explanation of the Two-day Program Agenda**

### **Session Objectives**

On completing this session, participants will be able to:

1. Explain the training objectives that will be used in the training course
2. Describe what topics will be covered during the training course
3. Speak and participate more freely and comfortably because of the ice breaker

### **Approximate Time:**

Half hour

### **Session Methodology**

Presentation of training objectives, topics covered by course

Ice breaker

### **Materials**

Schedule/curriculum of workshop and workshop objectives -- either posted, as a handout, or read aloud

### **Preparation for Session**

Prepare the daily program schedule

## **Family Planning Staff Training WORKSHOP**

### **Cover Sheet for Topic One:**

#### **The Population Problem and Its Impact on Socioeconomic Conditions**

##### **Session Objectives**

On completing this session, participants will be able to:

1. Describe the problems relating to rapid population growth in Bangladesh
2. Describe how the national problem affects the socioeconomic conditions of their own locality (education, housing, employment, health, environment, agriculture)
3. Project population growth of the locality and its impact on the basis of current trends

##### **Approximate Time:**

One hour

##### **Session Methodology**

Presentation/discussion of:

Population of Bangladesh  
Population in the locality  
Population growth

##### **Materials**

Handout FPW-1: Population figures, national and local (created by Thana Team from exercise sheet) (same as IW-1)

##### **Preparation for Session**

Complete exercise sheet of Local impact of Rapid Population Growth with local information on education, housing, employment, health, environment, agriculture

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic One:**

### **Goals, Objectives, and Implementation Process of the Local Initiatives Program**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe how the family planning program will be administered differently in the community after LIP (community involvement and "ownership" -- the LIP Approach)
2. Describe what the roles and responsibilities of the community leaders are in implementing the LIP
3. Describe how family planning services will improve and the program will be better managed once LIP has begun

#### **Approximate Time:**

One hour

#### **Methodology**

Presentation (LIP approach, roles and responsibilities, improvement of services)

Discussion (roles and responsibilities, improvement of services)

#### **Materials**

Handout FPW-2: LIP Background, Objectives, and Implementation (Brag sheet) (same as IW-2)

#### **Preparation**

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic Three:**

### **The Importance of Political Commitment and Community Participation in the Family Planning and Maternal and Child Health Program and the Role of Family Planning Workers in Ensuring Community Participation**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe how the commitment of political leaders can help make the family planning program a success
2. Explain how the local political and community leaders' support and participation can be enlisted
3. Describe the role of Family Planning workers in ensuring community participation

#### **Approximate Time:**

One hour

#### **Methodology**

Presentation

Discussion

#### **Materials**

Handout FPW-3: Importance of political commitment and community participation  
[Shabbir and Zaman will prepare]

#### **Preparation for Session**

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic Four:**

#### **Role of Community Leaders, Family Planning Staff, and Volunteers in Implementing the Local Initiatives Program**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe their own role in the LIP implementation (service provision, supervision of volunteers, holding committee meetings)
2. Describe how they will be linked with community leaders, local level FP management committees, volunteers through LIP
3. Describe the role of the volunteers in the program

#### **Approximate Time:**

One hour

#### **Methodology**

Presentation of the roles of all the "players" and discussion

#### **Materials**

Handout FPW-4A: Roles of volunteers, community leaders, family planning program staff  
[Prepared by Emad]

Handout FPW-4B: LIP chain of command/supervision [Prepared by Ghani]

#### **Preparation for Session**

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic Five:**

### **Organizing and Conducting Union/Unit Committee Meetings**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe how to organize monthly meetings
2. Explain how to prepare issue-based agenda topics
3. Describe how to maintain the minutes of the meetings
4. Describe how to take follow-up action and track implementation of activities

#### **Approximate Time:**

#### **Methodology**

Presentation of methods for organizing monthly meetings, preparing agendas, maintaining minutes, following up

Demonstration of sample meeting minutes and agenda

Discussion

#### **Materials**

Handout FPW-5: Sample agenda and minutes [Get from Zaman]

#### **Preparation for Session**

## FAMILY PLANNING STAFF TRAINING WORKSHOP

### Cover Sheet for Topic Six:

### Review and Update of Family Planning Methods

#### Objectives

On completing this session, participants will be able to:

1. Correctly describe how each method of contraception works and their potential side effects: oral pills, condoms, injectable, sterilization, IUD
2. Describe any new methods (for example, Norplant or Multiload IUD), how they are administered, and where clients can obtain them
3. Describe the benefits and disadvantages of semipermanent and permanent contraceptive methods
4. Describe the method mix goal of the BDG government and why it is important to have more people using permanent methods

#### Approximate Time:

Der ghanta (one and a half hours)

#### Methodology

Presentation of methods and discussion  
Demonstration of contraceptives

#### Materials

##### Display

Methods and side effects  
(Norplant, Multiload IUD)

##### Handouts

(Norplant, Multiload IUD)  
Method mix policy from the government (FPW-6)

#### Preparation for Session

Bring the displays

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic Seven:**

#### **Counselling, Motivation, and Quality of Care**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe the importance of listening to clients and their needs and concerns and providing reassurance to new clients
2. Explain the importance of providing information to clients on the full choice of methods
3. Explain how to motivate and counsel clients
4. Describe the process of ensuring quality services to the client
5. Explain how family planning services are available from service delivery points: satellite clinics, FWCs, and volunteers' homes

#### **Approximate Time:**

Two hours

#### **Methodology**

Presentation of counselling and motivation methods, and discussion

Case study: Problem and how it was dealt with, such as client side effect management

Role play: Listening to client's problem, how communicated with client, communication gaps [Mostaque will develop]

#### **Materials**

Handout FPW-7A: Elements of counseling and motivation

Handout FPW-7B: Condensed piece on quality of care produced by BDG/JHU on methods and contraindications [needs to be condensed]

Handout FPW-7C: Field Worker's Guide - can we get more from JHU?

**Preparation for Session**

Read and understand case study and role play

Receive TA from FPMD staff on conducting the whole session

*(j)*

## FAMILY PLANNING STAFF TRAINING WORKSHOP

### Cover Sheet for Topic Eight:

### Organizing and Managing Satellite Clinics

#### Session Objectives

On completing this session, participants will be able to:

1. Describe how to plan, organize, and carry out a satellite clinic
2. Describe how to enlist the support of the community and NGOs in organizing a satellite clinic, including deciding the physical location of the clinic
3. Describe the role of BDG FP staff and volunteers in organizing and carrying out satellite clinics
4. Describe how to encourage clients to receive services from satellite clinics on their own initiative (not accompanied by volunteer)
5. Describe the five table approach used by satellite clinics
6. List the supplies of the satellite clinic kit and other supplies (e.g. fruit) needed for clinic

#### Approximate Time:

Two hours

#### Methodology

Presentation and discussion

Demonstration of how to set up satellite clinic (Five table approach)

#### Materials

##### Handouts

- FPW-8A: BDG diagram of satellite clinic  
FPW-8B: BDG circular on types of services

- FPW-8C: Diagram of satellite clinic events
- FPW-8D: Satellite clinic job descriptions for BDG staff
- FPW-8E: Satellite clinic register form
- FPW-8F: Part of FWC manual (satellite clinic kit)

Display

Satellite clinic kit

**Preparation for Session**

Collect all necessary equipment for display (satellite clinic kit, MCH kit, baby weighing scale)



## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic Nine:**

#### **Selection and Assignment of Volunteers**

##### **Session Objectives**

On completing this session, participants will be able to:

1. List the criteria for selecting volunteers
2. Explain how ELCOs are assigned to volunteers

##### **Approximate Time:**

One-half hour

##### **Methodology**

Presentation and Discussion

Demonstration of hypothetical village map to show from where volunteer should be recruited

##### **Materials**

###### **Handouts**

Volunteer selection criteria (from Action Plan)

###### **Training aids**

Blackboard, chalk, duster

##### **Preparation for Session**

Make sure there is blackboard etc.

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic Ten:**

### **Supervising and Managing Volunteers**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe how to plan and schedule visits with all the volunteers
2. Explain how to manage and solve some of the problems that volunteers encounter
3. Explain how to check the volunteer's records for accuracy and completeness
4. Describe how to give feedback and follow up
5. Explain the tasks covered by a FWA visit: find out about potential acceptors, advise on side effects and complications, update volunteer and own records

#### **Approximate Time:**

Two hours

#### **Methodology**

Presentation - preparing schedule, updating records, giving feedback

Discussion - giving feedback

Role play - How to support, assist, guide volunteers (Two types of volunteers: one with good records and motivation, another with problems)

Case study - on volunteer problems

#### **Materials**

Handout FPW-10A: FWA activities from Action Plan

Handout FPW-10B: The changed role of FWAs

Display - FWA Register, ELCO register, ELCO map  
Role play

Case study

**Preparation for Session**

Have all display items

Read and become familiar with case study and role play

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

### **Cover Sheet for Topic Eleven:**

### **Conducting Monthly Meetings with Volunteers**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe how to organize and conduct monthly meetings
2. Describe how to set the agenda for the meeting
3. Explain how to update the FWA register from volunteer's ELCO map and register during the meeting
4. Describe how to record the meeting's decisions
5. Describe how to follow up the implementation of the meeting decisions

#### **Approximate Time:**

One and a half hours

#### **Methodology**

Presentation

Demonstration of registers and maps

Role play - How meeting is conducted

#### **Materials**

Handout FPW-11A: Example of agenda

Handout FPW-11B: Example of minutes

Handout FPW-11C: Example of ELCO register

Handout FPW-11D: Example of ELCO map

Handout FPW-11E: Possible topics for on-the-job training of volunteers

Problem identification and solution

Dealing with side effects

Updating ELCO map and register

Method mix

Meeting of satisfied users with potential clients

Role play: Conducting a monthly meeting

### **Preparation for Session**

Assemble all materials

Read and understand role play

## **FAMILY PLANNING STAFF TRAINING WORKSHOP**

**Cover Sheet for Topic Twelve:**

### **Record Keeping and Reporting**

**FWA Register  
ELCO Registration  
ELCO Mapping  
Preparation of Reports**

#### **Objectives**

On completing this session, participants will be able to:

1. Define an ELCO
2. Explain how to register ELCOs and how to transfer ELCO data from FWA register to volunteer ELCO register
3. Explain how to prepare and update ELCO maps
4. Explain how FWAs will prepare their monthly reports
5. Explain how to use the information in the ELCO maps to achieve program objectives: identify and serve ELCOs under 20, encourage longer-term methods for ELCOs with completed families, and register all ELCOs including newlyweds

#### **Approximate Time:**

Three hours

#### **Methodology**

Presentation - ELCO definition

Demonstration - how to prepare ELCO map and monthly report, do ELCO data transfer, use information in maps to achieve objectives

Field practice - register ELCOs, prepare ELCO map

**Materials**

Handout FPW-12A: Volunteer's ELCO map and registration preparation guidelines

Handout FPW-12B: ELCO maps

Handout FPW-12C: ELCO register

Handout FPW-12D: Reporting forms

Handout FPW-12E: FWA register

**Preparation for Session**

Have all handouts and demonstration materials

Develop a plan for the field practice

**FAMILY PLANNING STAFF TRAINING WORKSHOP**

**Cover Sheet for Topic Thirteen:**

**Consolidation of Field Practice and Wrap Up Session**

Consolidation

Review of field practice

Review of maps etc. and comment

Wrap-Up

Participants recount what they have learned from the workshop (one representative from each group)

Thanks and closing

**Approximate time**

One hour

## **VOLUNTEERS TRAINING WORKSHOP**

Three-day Training Program (Basic Training)  
One/Two-day Training (Refresher)

*Trainers:* *Thana Team Members (TFPO, MO/MCH-FP, ATFPO, Sr. FWV),  
Selected FPIs, FWAs, FWVs)*

*Participants:* *Volunteers*

### Day One

#### **Inaugural Session**

Registration

Introductory Session

Welcome Address  
Icebreaking Session  
Explanation of Training Objectives of Workshop  
Explanation of the Four-day Program Agenda

Topic One: The Population Problem and Its Impact on Socioeconomic and Health Conditions

Topic Two: Family planning is for the welfare, happiness, and good health of the family. Motivating neighbors to accept family planning is a moral obligation.

Topic Three: Goals and Objectives of the Local Initiatives Program

Topic Four: Role of Community Leaders and Volunteers in the Local Initiatives Program

### Day Two

#### **Working Session**

**Family Planning:**

Topic Five: How Women Get Pregnant

Topic Six: How to Prevent Pregnancy:  
Methods of Contraception  
Advantages, Cautions, and Side Effects

Topic Seven: Motivation and Counseling Techniques

**Maternal and Child Health:**

Topic Eight: Antenatal and Postnatal Care

Topic Nine: Nutrition, Preparation of Oral Rehydration Salt, Personal Hygiene, Sanitation

Topic Ten: Immunization

Day Three

Topic Eleven: Record Keeping and Reporting: Explanation and Demonstration  
ELCO Registration  
ELCO Mapping  
Preparation of Reports

Topic Twelve: Role of Volunteers in Monthly Meeting

Consolidation Session

Topic Thirteen: Wrap up

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Introductory Session:**

**Welcome Address  
Icebreaking Session  
Explanation of Training Objectives  
Explanation of the Three-day Program Agenda**

### **Session Objectives**

On completing this session, participants will be able to:

1. Explain the training objectives that will be used in the training course
2. Describe what topics will be covered on each of the days of the training course
3. Speak and participate more freely and comfortably because of the ice breaker

### **Approximate Time:**

One-half hour

### **Methodology**

Presentation

Ice breaker

### **Materials**

### **Preparation for Session**

Prepare daily program schedule

66

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic One:**

#### **The Population Problem and Its Impact on Socioeconomic and Health Conditions**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe the problems relating to rapid population growth in Bangladesh
2. Describe how the national problem affects the socioeconomic conditions of their own locality (education, housing, employment, health, environment, agriculture)
3. Project population growth of the locality and its impact on the basis of current trends

#### **Approximate Time:**

One hour

#### **Methodology**

Presentation/discussion

#### **Materials**

Poster with population information

#### **Preparation for Session**

Complete exercise sheet on local impact of population growth for each union

**Topic One: The Population Problem and Its Impact on Socioeconomic and Health Conditions**

Content	Activities	Time	Trainer's Responsibility
<p>Population trends 1960-1991 (density of households, per capita land allocation, population/ teacher ratio, etc.)</p> <p>Socio-economic implications (jobs, costs of schools and other facilities, migration, housing, food, crime, etc.)</p>	<ol style="list-style-type: none"> <li>1. Presentation and discussion on both content areas</li> <li>2. Small group work: Project union population for Year 2000 and estimate socioeconomic impact</li> <li>3. Small group presentations and discussion</li> <li>4. Session summary and wrap-up</li> </ol>	<p>20 minutes</p> <p>15 minutes</p> <p>15 minutes</p> <p>10 minutes</p>	<ol style="list-style-type: none"> <li>1. Distribute handouts on population and socio-economic effects</li> <li>2. Distribute exercise sheet on local impact for each union</li> <li>3. Encourage comparison and questions</li> <li>4. Ask processing questions: How will the thana look in 2000 if we continue at this rate?  What can we do to change this situation?</li> </ol>

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Two:**

**Family planning is for the welfare, happiness, and good health of the family. Motivating neighbors to accept family planning is a moral obligation.**

### **Session Objectives**

On completing this session, participants will be able to:

1. Describe how using family planning can benefit the health and welfare of all family members
2. Explain why they have a moral obligation to motivate their fellow community members to use family planning
3. Describe the legal rights of women under Bangladesh family law on marriage, divorce, and family life

### **Approximate Time:**

One hour

### **Methodology**

Presentation/discussion

1. Repeated pregnancies will cause ill health to the woman, leading to family discontent
2. An unhealthy mother can't take good care of her children
3. Family law of Bangladesh -- Divorce must be legal, not just oral. Thana Team provides interpretation of Family Law ruling on divorce
4. Increasing population degrades the environment

### **Preparation for Session**

Obtain and read Family Law statutes

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Three:**

### **Goal and Objectives of the Local Initiatives Program**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe how the family planning program will be administered differently in their community after LIP (community involvement and "ownership", the LIP approach)
2. Describe how family planning services will improve and the program will be better managed once LIP has begun
- 3.

#### **Approximate Time:**

One hour

#### **Methodology**

Presentation

Discussion

#### **Preparation for Session**

13

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Four:**

### **Role of Community Leaders and Volunteers in the Local Initiatives Program**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Describe their own role in the LIP (motivation, resupply, referral, answering questions)
2. Describe how they will be linked with FWAs, community leaders, and local level FP management committees through the program
3. Describe their role organizing and during satellite clinics

#### **Approximate Time:**

One hour

#### **Methodology**

Presentation

Discussion of roles and responsibilities

#### **Preparation for Session**

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Five:**

### **How Women Get Pregnant**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Describe female and male reproductive systems
2. Explain how and when conception occurs
3. Describe the ideal time and conditions for pregnancy (married women of reproductive age, health, spacing of children, age of woman)

#### **Approximate Time:**

One and a half hours

#### **Methodology**

Presentation and discussion

Role play

"Volunteer" describes the reproductive system to a "newlywed"

#### **Materials**

Display

Reproductive system flipcharts

Blackboard, chalk, duster

#### **Preparation for Session**

Bring reproductive flipchart

11

## **VOLUNTEERS TRAINING WORKSHOP**

**Cover Sheet for Topic Six:**

**How to Prevent Pregnancy:**

**Methods of Contraception  
Advantages, Cautions, and Side Effects**

### **Session Objectives**

On completing this session, participants will be able to:

1. Describe how each method of contraception works and how to use it correctly
2. Explain what to do if one or more OC pills is missed
3. Describe the benefits and side effects of each method
4. Describe how to manage the side effects
5. Describe what conditions disqualify a woman or couple from using a particular method of contraception or make that method less than ideal for them
6. Identify which methods require referral

### **Approximate Time:**

Two hours

### **Methodology**

Presentation

Questions for discussion or role play

### **Materials**

Displays

Contraceptive flip chart  
Sample contraceptives

Questions for discussion

What is the correct way to take oral contraceptives?

How do oral contraceptives work?

What should a client do if she forgets to take a pill?

If she forgets two pills?

When should a client first begin to take oral contraceptives?

Who is a good candidate for taking oral contraceptives? Who is not a good candidate?

What are the pill's possible side effects?

How does a condom prevent pregnancy?

What else do condoms prevent?

How many times can you use a condom?

How does an IUD work?

Where can your clients get IUDs?

Who is a good person to use an IUD? Who is not a good person?

What are the side effects of the IUD?

How does female sterilization prevent pregnancy?

How does male sterilization prevent pregnancy?

What are the side effects of sterilization?

Who is a good candidate for sterilization?

What methods of contraception would you recommend for:

newlyweds

a couple who have two children and think they want more

a woman who is anemic

a couple who have had all the children they want

a couple where the husband is away much of the year

**Preparation for Session**

Bring displays and sample contraceptives

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Seven:**

### **Motivation and Counselling Techniques**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe their role in convincing the ELCOs to accept family planning
2. Discuss how they will listen and respond to the needs and concerns of each of their ELCOs
3. Describe how they will reassure and encourage ELCOs about their contraceptive method choice in the early months of acceptance
4. Explain how they will encourage clients to come to their homes for resupply
5. Explain why and how they will encourage couples to use permanent and semi-permanent contraceptive methods when they are appropriate

#### **Approximate Time:**

One and a half hours

#### **Methodology**

Presentation and discussion

Role play

Dissatisfied client, newlywed couple, couple experiencing side effects, couple not using the method correctly, couples scared of permanent methods

#### **Materials**

Role play VTW-7: Motivation and counselling sessions

#### **Preparation for Session**

Review and understand role play

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Eight:**

### **Antenatal and Postnatal Care**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Describe the benefits and importance of antenatal care and postnatal care for mother and child
2. Describe the services involved in antenatal and postnatal care
3. Describe to clients how and where and when to obtain antenatal and postnatal care (where to refer clients)
4. Describe the signs of a high risk pregnancy

#### **Approximate Time:**

One hour

#### **Methodology**

Presentation and discussion

#### **Materials**

Display

Antenatal and postnatal flipchart

#### **Preparation for Session**

Bring flipchart

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Nine:**

### **Nutrition, Preparation of Oral Rehydration Salt, Personal Hygiene, Sanitation**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Describe the importance of nutrition for good health, how to get good nutrition, and how to know whether a mother or child is undernourished
2. Explain how to correctly prepare oral rehydration solution and when it is necessary to use it
3. Describe the conditions of good personal hygiene and the illnesses that can be caused by poor hygiene
4. Describe the conditions of poor sanitation (including polluted water) and the illnesses that can be caused by poor hygiene

#### **Approximate Time:**

One hour

#### **Session Methodology**

Presentation and discussion

#### **Materials**

Displays/training aids

Nutrition flipchart

ORS preparation flipchart

Hygiene and sanitation flipchart

#### **Preparation for Session**

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Ten:**

#### **Immunization**

#### **Session Objectives**

On completing this session, participants will be able to:

1. Describe all the different diseases against which people can be immunized and at what time and ages people should be immunized
2. Describe the types of immunization (oral or injectable)
3. Describe where people can obtain immunization services and when
4. Explain the role of LIP volunteers in immunization services (referral)

#### **Approximate Time:**

Half an hour

#### **Methodology**

Presentation

Discussion

#### **Materials**

Display

Immunizations flipchart and flashcards

#### **Preparation for Session**

Bring flipcharts

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Eleven:**

#### **Record Keeping and Reporting: Explanation, Demonstration, and Practice**

##### **ELCO Registration ELCO Mapping Preparation of Reports**

### **Objectives**

On completing this session, participants will be able to:

1. Explain how to register ELCOs
2. Explain how to prepare ELCO maps
3. Explain how they will prepare their reports with the help of FWA
4. Explain how they will update their ELCO maps over time
5. Describe their route from house to house
6. Explain how to use the information in the ELCO maps to achieve program objectives: identify and serve ELCOs under age 20, encourage longer term methods for ELCOs with completed families, register all ELCOs including newlyweds
6. Correctly keep records and report information

### **Approximate Time:**

One and a half hours

### **Methodology**

Presentation

Discussion

**Materials**

Displays

ELCO map

ELCO register

Handouts

Paper, colored pens

**Preparation for Session**

Prepare hypothetical information for ELCO registering and mapping exercise

Bring materials -- paper and pens

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Twelve:**

### **Role of Volunteers in Monthly Meeting**

#### **Objectives**

On completing this session, participants will be able to:

1. Describe how they will prepare to meet with the FWA: Review and update ELCO map and register
2. Explain their role in the monthly meeting: Inform the FWA of new clients, clients with complications, clients the FWA should visit, and share experiences with other volunteers

#### **Approximate Time:**

One and a half hours

#### **Methodology**

Presentation and discussion

#### **Materials**

#### **Preparation for Session**

## **VOLUNTEERS TRAINING WORKSHOP**

### **Cover Sheet for Topic Thirteen:**

#### **Wrap-Up Session**

Participants recount what they have learned in the workshop

Thanks and closing remarks

#### **Approximate Time:**

Half an hour

## ANNEX 4: TRAINING MATERIALS TO BE DEVELOPED

### Documents to be Developed

By the End of February 1994

#### IMPLEMENTATION WORKSHOP

##### **Topic One: The Population Problem and Its Impact on Socioeconomic Conditions**

Exercise Sheet: Population figures, national and local: education, housing, employment, health, environment, agriculture. To be completed by the Thana Team for each local area and given as a handout. (Handout IW-1)

#### FAMILY PLANNING TRAINING WORKSHOP

##### **Topic Three: The Importance of Commitment and Community Participation in the FP and MCH Program and the Role of FP Workers in Ensuring Community Participation**

Handout: Importance of Commitment and Community Participation  
Writers: Shabbir and Zaman

##### **Topic Four: Role of Community Leaders, Family Planning Staff, and Volunteers in Implementing the Local Initiatives Program**

Handout: Roles of volunteers, community leaders, and family planning staff  
Writer: Emad

Handout: LIP chain of command/supervision  
Writer: Ghani

##### **Topic Five: Organizing and Conducting Union/Unit Committee Meetings**

Handout: Sample agenda and minutes  
Writer: Zaman

##### **Topic Seven: Counselling, Motivation, and Quality of Care**

Handout: Condensed version of JHU booklet on quality of care

Writer: FPMD/Dhaka

Case Study: Client problem (e.g. side effect) and how it was dealt with (side effect management, listened to client's problem)

Writer: Mostaque

**Topic Ten: Supervising and Managing Volunteers**

Role play: How to support, assist, and guide volunteers (possibly two types of volunteers, one with good records and motivation, another with problems)

Writer: M. Ali

Case study: Volunteers problems

Writer: Zaman

**Topic Eleven: Conducting Monthly Meetings with Volunteers**

Role play: Conducting a monthly meeting

Writer: Sikder

**Volunteers Training Workshop**

**Topic Seven: Motivation and Counseling Techniques**

Role play: Motivation and counseling sessions between volunteer and potential clients (for example, dissatisfied client, newlywed couple, couple experiencing side effects, couple not using method correctly, couple scared of permanent method) (VTW-7)

Writer: Sikder

ANNEX 5: FAMILY PLANNING MANAGEMENT COMMITTEE MEETING MANUAL OUTLINE

**Family Planning Management Committee Meetings:**

**The LIP Approach**

Outline of Manual

Introduction

Who attend the meetings at the different levels

Planning a meeting

Setting the agenda

How to draft an issue-based agenda

Agenda forms for each level

Fixing the schedule of meetings at the different levels

Holding the meeting

Reviewing the agenda with meeting participants

Reporting on activities

Planing activities

Assigning responsibilities and deadlines

Records of the meeting

Attendance

Minutes

Thana (minutes are sent to FPMD)

Union (minutes are sent to thana)

Unit (minutes are sent to union and thana)

Minute forms for each level

Checklist for planning and holding a meeting

Suggestions for how to run meetings

Roles of the chairperson and participants

Ensuring participation

Using time effectively

Making decisions -- who? how? (unanimous?)

Setting and enforcing group norms

How long people can talk for

Who can end discussions

**Plan for Developing Briefing Notes**

Underlying framework of each note:

Why the topic is important in Bangladesh

What the LIP experience is with that topic

What others can learn from LIP experience

General guidelines:

Provide several real life experiences (what happened to specific people in or because of LIP) to illustrate the topic

Lively (not scholarly) writing, colloquial, speaking voice

Write first draft without concern for grammar or form but drawing freely on your experiences with the program

**FAMILY  
PLANNING  
MANAGEMENT  
DEVELOPMENT**

FPMD  
Management Sciences for Health  
400 Centre Street  
Newton, MA 02158, U.S.A.

**MEMORANDUM**

January 14, 1994

**TO:**

Abu Sayeed  
Robert Cunnane  
Maria Busquets-Moura/Charlotte Ureksoy  
Zynia Rionda  
Nate Wooley  
Keys MacManus  
Adrienne Allison

Technical Assistance Inc.  
USAID/Dhaka  
G/POP/USAID  
ASIA/DR/TR, USAID  
POL/CDIE/DI, USAID  
R&D/POP/IT, USAID  
CEDPA

**FROM:**

Alison Ellis, Regional Director, Asia/Near East, FPMD

Enclosed for your information and review is a copy of the trip report covering the visit of Susanna Binzen and Ann Buxbaum to Bangladesh during November 18 - December 9, 1993. Your comments and feedback on this report are welcome. Please do not hesitate to contact me if you have any questions.