



# Guidelines for Training Activities

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## Background

YGC recognizes the important and fundamental role of health workers in malaria control in the country, hence the need to build their capacity. However, in building their capacity, it is recognized that training can only achieve the desired objective of improved health workers performance if quality control measures are introduced to enhance quality of trainings. All these are based on the premise that training of health workers, if properly conducted, , can lead to an improvement in all dimensions of health workers performance. YGC is committed to improved job performance through training and refresher training of health facility workers in order to enhance malaria control and prevention.

## Objectives of the Training Guidelines

- The main objective of the guidelines is to ensure that YGC conducts high quality training by adhering to international best practices
- To serve as Monitoring and Supervision tool for YGC trainings
- To serve as a standard for adoption for use by our clients as they conduct and replicate training activities

## Roles and Responsibilities of YGC Departments/Staff Involved in Training

- A. PSM Officer: The State** PSM Officers will work with their Zonal Coordinator and State RBM team/office of the Director of Public Health (or PHC) to arrange logistics i.e. Training venue, site selection, refreshment, hiring of equipment and reproduction of training materials. The PSM Officers will also work with Zonal Coordinator to prepare training budget and send the budget to HQ for further review and approval. Based on agreed upon work plan with the Zonal office and HQ, the PSM Officers will initiate the above mechanisms leading to a training event in their states which will be transmitted to HQ via the Zonal Coordinator.
- B. Zonal Coordinator:** Zonal Coordinator is responsible for coordination of YGC all activities including training in his/her zone. The Zonal Coordinator serves as the first point of review of training quality, budget preparations and all activities leading to a training program in any part of the Zone. He/she will serve as a coach or mentor to PSM Officers in this regard; the

Zonal Coordinator will ensure that YGC standards are not compromised in the Zone. In the events leading to the training programme in the States, the Zonal Coordinator, in collaboration with the HQ, will also carry out advocacy visits to the stakeholders in the states. During the training program, the Zonal Coordinator shall participate in Monitoring and Supervision process either in person or through a senior facilitator jointly selected with the HQ. S/He will review and finalize the write mission report and ensure that lead facilitator prepares a comprehensive training report. Working in close coordination with the PSM officers, the Zonal coordinator will organize procurement of projectors, vehicle rental etc to facilitate training events in the zone.

**C. Programme Department:** Programme Department is responsible for planning, development of tools, technical oversight and overall coordination of inputs of other departments involved in training programme. Programme Department is also responsible for setting standards for trainings and ensuring that Best Practices are adhered to before, during and after training. The role of the department is to review, provide suggestions and assist in finalizing all preparations for a training programme in the States and Zones where YGC is present. The role of the department is NOT to initiate and develop budgets and logistics preparation. Rather, they play a pivotal role in ensuring that standards are fully adhered to, not by policing but through an enabling environment.

**D. Procurement Unit:** Procurement unit is responsible for timely procurement and delivery of all training materials directly to the States. Programme Department will prepare procurement plan for training materials to ensure effective planning and timely delivery of training materials

**F. Finance Department:** Finance Department plays a key role in ensuring timely disbursement of funds meant for training and ensuring judicious use of resources for training. Finance Department will disburse funds to the Zonal offices based on timely requests on an agreed upon bases (quarterly, monthly or by activities).

**E. M&E Department:** M&E department is responsible for monitoring the performance of a training event and evaluating its impact. The Department will also ensure that the training programme meets the felt needs of the participants. Furthermore, the department will provide necessary technical inputs for M&E component of the training.

## ***Checklist***

### ***Advocacy and Visibility:***

- a. YGC at all levels will pay advocacy visit to key officials at SMOH preferably a month before commencement of the training to ensure their maximum cooperation and ownership of the program
- b. YGC will seek commitment of State government and the LGAs on specific forms of support before commencement of the training
- c. At least a local media house will be contacted to cover and publicize the training events and related activities.
- d. Training events will be declared opened by the Honorable Commissioner of Health at the State capital town and also by Local Government Chairmen in the other sites in the State.

### ***Logistics:***

#### ***a. Hall***

1. Must have capacity to accommodate 45- 50 people, with appropriate number of chairs and tables
2. Must have appropriate ventilation with working fans.
3. Must have adequate sitting arrangements with comfortable seats, not benches or theater arrangement
4. Must have a functional standby generator

#### ***b. Refreshment***

1. Food must be purchased from a recognized good catering agent such as an eatery if available in the training site. Where Eateries are not readily available locally acceptable food and refreshments must be provided
2. High quality snacks and a bottle of soft drink or Tea/coffee must be served during tea break. This must also be from the Eatery.
3. Lunch must be locally/culturally acceptable to participants, neat and well presented
4. Bottled water and not sachet water (Pure Water) must accompany all meals.

**c. Vehicle**

1. Provision should be made for at least three vehicles for the purpose of monitoring and cash disbursement during training event.
2. Zonal Coordinators and PSM Officers should persuade SMOH to make at least a vehicle available during the training
3. Zonal Coordinators and PSM Officers should ensure that RBM vehicles are made available for monitoring during trainings
4. **Rented vehicles MUST be in excellent shape, clean, have a comprehensive insurance, functional air-conditioner and must be fully certified for road worthiness (all vehicle papers must be available, fire extinguisher, very good extra tyre, repair tools, etc.).**

***Facilitator / Participant***

***a. Selection process***

1. Zonal Coordinators and PSM Officers should liaise with DPH and RBM unit in the selection of appropriate participants and local facilitators,
2. All local facilitators MUST be medical doctors, have good knowledge and skills of malaria case management, experience in capacity building (training people) and resident in the state.
3. Participants from health facilities MUST be those directly responsible for the management of malaria at the health facility and /or data management
4. ZCs are to support the state (Director of PHC & DC and Malaria PM) by ensuring that criteria for selection of participants and local facilitators are strictly adhered to
5. Zonal coordinator in collaboration with the Director PHC & DC and RBM manager should send CVs of all identified local facilitators to HQ at least a week before training commences

**b. Number of Facilitator/participant per training site**

1. Desired maximum number of participants per training site is 30, however maximum number participant per site could reach 40 in unavoidable circumstances
2. At least one YGC consultant must be present in each site as a facilitator
3. The consultants should be supported by two local facilitators in each training sites
4. All participants must be available and punctual throughout the training period, and complete the Pre and Post Tests.
5. All participants must fill evaluation form on daily basis
6. Participants must sit for both pre and post tests to be considered as having participated in the exercise.
7. Cut off mark for pass should be specified

**Post Training Activities**

1. Evaluation forms should be processed and analyzed on the field by facilitators
2. PSM Officers through the Zonal coordinators should write a mission report not later than 5 working days of completion of training activities
3. Facilitators should submit a training report for each training site using YGC training report template , not later than 5 working days of completion of training activities
4. Lead Facilitator should write a comprehensive training report using YGC training report template, not later than 5 working days of completion of training activities
5. Zonal Coordinators must retire all funds collected directly for trainings immediately after completion of training activities