

CARING FOR NEWBORNS
AND CHILDREN
IN THE COMMUNITY

FACILITATOR GUIDELINES
FOR CONDUCTING A
PLANNING WORKSHOP

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I. PREPARATIONS

Making the preparations described below will enable a successful workshop to plan implementation of selected packages in *Caring for Newborns and Children in the Community*

► PURPOSE OF WORKSHOP:

To bring relevant people together and provide a method and structure to make a good start on planning for implementation of community-based packages, as described in the Planning Handbook

► TARGET AUDIENCE:

Planners and managers of community-based services for pregnant women, newborns and children from the Ministry of Health (national, regional and district levels) and from partner organizations (WHO, UNICEF, NGOs) involved in support and implementation of community-based services

► DESIRED OUTPUTS:

Selection of the community-based packages from *Caring for Newborns and Children in the Community* to be implemented or expanded in the country

Draft plan for implementing the selected packages which specifies key steps and actions for each component

► WORKSHOP OBJECTIVES:

- To increase the participants' knowledge about the three community-based packages in *Caring for Newborns and Children in the Community*, their benefits and requirements
- To guide participants to select the best mix of interventions and packages to expand or add in their country
- To guide the participants to draft a plan for implementing the selected packages in the context of current country activities

► PRELIMINARY PLANNING MEETING:

Convene a planning meeting well ahead of the potential workshop (such as 3 months prior) with high-level ministry staff to decide whether to conduct the workshop, and to make necessary decisions to begin preparations.

At that meeting:

1) Review the planning process in the Handbook:

The Director of Community Health and other decision makers should get an overview of the planning process described in the Handbook and the workshop objectives. This understanding is important so that he or she can decide whether the workshop will be helpful and then make subsequent plans and decisions. It is also important that the leadership commits to conducting the workshop and then supporting further development and implementation of the plans coming out of the workshop.

2) Agree on the date and location for the workshop

- ### 3) Select participants and facilitators:
- 4 working groups are needed of 6 to 10 participants each. (See Target Audience on the previous page.) Participants should include district health leadership, personnel from MOH, UNICEF, WHO, and NGOs, among others. Strong participation from districts is crucial. Participants should be knowledgeable on one or more of the following: human resources for health; training; supply chain logistics; service delivery at district, health facility and community levels; advocacy, community mobilization and participation, health promotion; supervision; monitoring and evaluation; costing and financing.

At least some of the facilitators should be familiar with the workshop because they have conducted it or participated in it before; individuals may be offered by partner agencies (such as WHO, UNICEF, Save the Children). All facilitators must be willing to participate in a full 1-day facilitator briefing prior to the workshop.

- 4) **Identify any key issues/weaknesses that will need to be addressed in planning:** Awareness of key weaknesses is important so that they will be mentioned in presentations and so that participants can be invited who have the knowledge to contribute to plans for solutions. (For example, if supply chain is a known weakness, plan to include national, sub-national, and district level supply chain managers, MOH pharmacist, etc.).
- 5) **Identify documents needed:** List the relevant policy documents (for example, on IMNCI, community case management, ANC, PHC, CHWs), plans (e.g. RMNCH Road Map), implementation reports, indicator data, and reports on any community health-related mapping exercises. These documents will be gathered and used to prepare for the workshop (as described in Preparations, below). Some will be made available for reference during the workshop.
- 6) **Identify sources of funding for the workshop**
- 7) **Appoint a team to complete planning and organization of the workshop:**
They will complete the items listed in Preparations, below.

► PREPARATIONS:

- **Invite participants:** Participants should expect to attend the entire 4-day workshop (e.g. 9:00 to 18:00 each day) and to work hard, actively contributing to discussions and planning. They should bring information to the workshop about health and health system functioning at community level. (A list of information should be provided with the invitation.)
- **Confirm/invite facilitators:** 1 or preferably 2 per subgroup; 1 or 2 lead facilitators to manage the flow of the workshop and conduct the plenary sessions.

The facilitators should be experienced leading small groups through specific tasks and should be familiar with the three WHO-UNICEF recommended community-based packages. Encourage the invited facilitators to read/study the three packages so that they will be insightful about the necessary work to implement them in the country.

- Schedule a full day before the workshop for the facilitator briefing. Facilitators will need to become completely familiar with the Planning Handbook, Facilitator Guidelines and agree on procedures, activities and roles in the workshop.
- **Arrange for venue and equipment:**
 - Plenary room with seating for all participants and facilitators, and a projector
 - 4 subgroup rooms with table and chairs
 - computer, preferably with projector and speakers, or other capability to show training videos (such as television with DVD player)
 - thumb drive with workshop files for each subgroup

Make arrangements for lunches and tea breaks. Ensure that lunch will be available on schedule and will not take longer than one hour.

- **Arrange for any official opening/closing session:** These events should be brief (no more than 30 minutes). They are important to lend weight to the importance of the workshop and its results, and to encourage the participants to commit to the full workshop.
- **Arrange for secretarial support** to manage administrative issues during the workshop. On the first day the secretariat should prepare a list of all participants and facilitators with identifying information, including job title and location, and mailing and email address. This list should be proofed by all participants. The secretariat should then prepare the final version and distribute copies to all.
- **Arrange to print or obtain materials for the participants and facilitators.** This will include a copy of the *Planning Handbook* for everyone, as well as some materials from the three training packages:
 - Planning Handbook
 - Facilitator Guidelines for Conducting a Planning Workshop
 - Counselling Cards from Caring for the Newborn in the Community
 - Family Counselling Cards from Caring for the Child's Healthy Growth and Development

- Chart Booklet from Caring for the Sick Child in the Community¹
- Sick Child Recording Form
- For the facilitators of each small group:
 - Video disks/files to show in small group
 - From Caring for the Newborn at Home: Clip 2: Early initiation of breastfeeding
 - From Caring for the Child's Healthy Growth and Development: Activity 12 – Copy your child
 - Files on a thumb drive:
 - Situation Description table, with themes and questions about the component
 - Status of Planning Steps, table with steps from chapter in left column
 - Planning Template
- **Develop the schedule:** Prepare a schedule of activities of the workshop and make copies to distribute to all participants. An example 4-day schedule begins on page 6.
- **Prepare presentations:** Identify speakers to prepare and deliver the five presentations listed below. The presentations are scheduled for Day 1 of the workshop, except for the last presentation, which is given on Day 2.

A. Global situation: Maternal, newborn and child health

Prepare this presentation from available documents. Describe briefly levels and trends in mortality among pregnant women, newborns and children under 5; causes of death, coverage of life-saving interventions; and relevant global policies and initiatives. This information is commonly available in Millennium Development

Prepare this presentation from available documents. Describe levels and trends in mortality of pregnant women, newborns, and children under 5; causes of deaths; and coverage of life-saving interventions. Some sources of this information include the two-page country profiles in the Millennium Development Goal Countdown Reports and the tables in UNICEF's annual "State of the World's Children."

Describe strategies or programmes currently implemented in the country for maternal, newborn and child health. Also describe levels of intermediate results, especially access to, quality of, and demand for interventions. Information on access, quality and demand may be available from national level reports; a recent programme review, situation review, or bottleneck analysis; special studies or research.

C. Implementation strength of current community-based interventions

- Examine the Implementation Strength Indicators for Community-based Interventions provided in 4 tables below. Rephrase or add indicators as needed to better describe the implementation strength of the community activities which are actually going on in terms of:
 1. Utilization
 2. Access/Availability
 3. Quality
 4. Demand and Policy
- Fill in the tables with any available data or estimates of the indicators from the national programme or data from a smaller area (e.g. district). If the value is not known, leave it blank.
- Prior to the workshop, copy the four tables onto

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