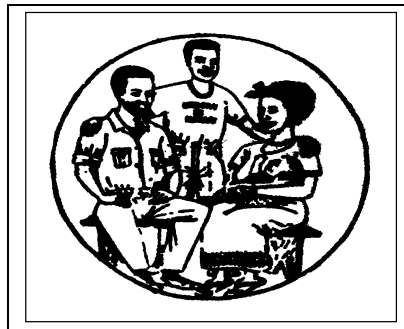


GUIDE TO FACILITATE REFRESHER TRAINING TO TRAINERS OF
KIWAKKUKI



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ZEBRA HOTEL, MOSHI – TANZANIA



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Introduction:

Refresher training is an important experience where peer educators (trainers) get the opportunity not only to share their experience but also to share the work, lessons and challenges. It also gives an opportunity for peer health educators to get updated with the latest information to boost their performance. This guide is developed responding to the Terms of reference developed by KIWAKKUKI for HDT to facilitate the refresher training of its trainers who have been in the field and most of them were last trained in 1998. This guide is underpinned by the institutional experience in the area of prevention, treatment, care and support to PLWHA. Output for this refresher will be three hard copies of report and one soft copy including recommendations made by participants.

This guide has four main parts spreading into seven sessions under which the session will be based to achieve the output desired by the client. The first day will be mainly familiarization, presentations of trainees of the previous work since training (of 1998) and identification of the knowledge gaps and challenges met. Day two and three will focus on gap filling by providing the latest information on HIV and AIDS, prevention, ART, vaccination, PEP, etc. its in these two days also Difficult Frequently Asked Questions (DFAQ) will be dealt with. Day four will be dedicated for facilitation skills and technique. Topics will be selected and randomly distributed to a pair and presentation done during day five and six.

1.0 Day one:

2:0 SESSION 1: FAMILIARIZATION TIME REQUIRED: 1.30 HOURS

2:1 PURPOSE

The aim of this session is to create a conducive learning environment

2:2 OBJECTIVES: By the end of this session, participants/trainees would be able to:

- Familiarize themselves with their colleagues, major themes of the training and expectations
- Explain the goal and objectives of the training
- Discuss post training jobs and tasks

2:3 TRAINING/LEARNING METHODOLOGIES

- Lecture and discussion
- Brainstorming
- Games

2:4 RESOURCE REQUIREMENTS (TRAINING AIDS)

- Flip chart, marker pens, training guide and Mr. Kush

2:5 EVALUATION METHODS

- Questions and answers
- Participation in group discussion

3.0 SESSION 2: WORK DONE BY TRAINEES: TIME REQUIRED: 4 HOURS

3.2. Purpose:

The aim of this session will be to enable participants to present their work, lessons and challenges in the course of conducting HIV sessions in various places.

3.2. Objectives: By the end of this session, participants will have:

- Presented the work done since training
- Shared the challenges encountered and how they addressed them
- Presented the lessons learnt in due course and how that shape their future response
- Listed down DFAQ as a result of their work

3.3. Methodology:

- Facilitator introduce the session by explaining the purpose of the session
- Through the brainstorming, facilitator leads the session on a specific training coverage in the community.
- Participants are informed that they will now form the groups each with no more than five people. Emphasis is made so that participants from the same street or place are not in the same group
- The facilitator introduces the group assignment

After the formation of groups, each group should answer the following questions.

1. List down all activities that you have been doing since your last training
2. What are the challenges have you met since then
3. How did you meet these challenges
4. What have you learnt in your working on educating communities?
5. List down all difficult frequently asked questions.

3.4 outputs

- List of activities conducted in the community
- List of challenges faced and how they were managed
- Description of lessons learnt
- List of obstacles for implementing some activities
- List of Difficult Frequent Asked Questions

4.0. SESSION 3: VIDEO SHOW (IT'S NOT EASY) TIME REQUIRED: 1.30 HOURS

4.1. Purpose:

The aim of this session will be to enable participants see how stigma facilitates silent transmission.

4.2. Objectives: By the end of this session, participants will have:

- Identified community responsibilities in taking care of PLWHA
- Mentioned what would have happened to the person with infection if would not be tested.
- Suggested appropriate way to support PLWHA.

4.3. Methodology:

- Facilitator introduce the session by explaining the purpose of the session
- Facilitator welcomes participants to watch the video and at the end be ready to share what they have learnt. The facilitator starts the VIDEO.
- Facilitator welcomes participants once the video comes to an end and asks some questions such as:-
 - What exactly have you learnt from VIDEO in relation to stigma and transmission
 - What does the film tell us about being transparent about self sero-sttus? And what do you think it helps in the area of prevention?
 - Why do you think it is not easy to come to public on ones status?

4:4 TRAINING/LEARNING METHODOLOGIES

- Participatory
- QA

4:5 RESOURCE REQUIREMENTS (TRAINING AIDS)

- Flip chart, marker pens, training guide, Mr. Kush and, TV, deck and film.

4:5 EVALUATION METHODS

- Questions and answers

DAY 2 AND 3

SESSION FOUR: knowledge gap filling

6:1 Purpose

The aim of this session is to enable trainees share their knowledge on STIs /HIV/AIDS and acquire new knowledge which will enable them to provide correct and adequate information to their fellow peers.

6:2 Objectives: By the end of this session, trainees would be able to:

- Acknowledge that the knowledge gaps is filled
- Gain correct information on the knowledge gap existing
- Gain new and update knowledge on STIs /HIV/AIDS

6:3 Training/learning methodologies

- Lecture
- Brainstorming
- Trainer's presentation

6:5 Resource Requirements

- Flip charts and markers

6:6 Evaluation Methods

- Recap
- Question and answers
- Assessment of participants' participation in during the session

Handouts: facilitators will provide handouts on the latest update statistics of the epidemic and prevention methods.

SESSION 5: Checking the knowledge gained and correct any misinformation.

3.1 Purpose:

The aim of this session will be to assess the knowledge gained in groups..

3.2 Objectives: By the end of this session, participants will have:

- Presented the their new knowledge
- Have any wrong information corrected

3.3. Methodology:

- Facilitator introduce the session by explaining the purpose of the session
- Participants are informed that they will now form the groups each with no more than five people.
- The facilitator introduces the group assignment
- Then participants goes to work in groups
- Participants present the work of the group in plenary.

3.5. Instruction to the facilitator:

Once the groups have been formed, provide the assignment as follows:

- Once participants are in groups, give the group assignment as follows:
 1. **Group one:** Describe HIV modes of transmission, prevention and disease progression.
 2. **Group two:** Describe the impact of HIV/AIDS at individual, household, work place and nation level.
 3. **Group three:** Draw and label anatomy and physiology for male and female and explain how they can influence HIV/AIDS transmission.
 4. **Group four:** Describe the care and support concept. Using relevant examples, state how care and support for AIDS patient should be done at family level and work place

3.6. Ensuring maximum participation of each participants

- Facilitators will be going around each group to ensure that each group member is contributing and encouraging those who feel shy to talk.
- Instruction will be given before hand by facilitators that a random selection will be made on who will be presenting on behalf of the group.
- After group work participants will be instructed to sit with their respective groups to simplify the choice of presenters and any feedback.

Day four:

SESSION 6. FACILITATION SKILLS/MODE OF FACILITATION

Purpose

The aim of this session is to increase the level of facilitation skills including presentation skills, asking open-ended questions, receiving feedback, and reflecting on practice.

Objectives: By the end of the session the participants will have:

- Known how to communicate effectively and asking questions.
- Known various training methods
- Understood how to handle conflict when they arise in the class
- Obtained skills of how to encourage discussion and participation in a class

Methodology

- ❑ Facilitator introduce the session by explaining the purpose of the session
- ❑ Through lecture and participatory methods, facilitator leads a discussion on effective communication and means of communication.
- ❑ Facilitator leads participants to mention and describe various training methods they know and facilitator adds what was not mentioned by participants.
- ❑ Facilitator elaborates on each training methods mentioned and described by participants.
- ❑ Facilitator leads a discussion on advantages and disadvantages of at least three different types of facilitation methods
- ❑ Facilitator will guide trainees to keep their participants focused and assisting them to decide on different issues when stuck.
- ❑ The facilitator forms four groups to discuss the folloeing questions:-
 - Mention six qualities of a good facilitator
 - Mention and describe facilitation methods
 - Mention 5 do and don'ts during facilitation.

RESOURCES REQUIRED.

Games, flip charts, marker, Mr. Kush, Pictures.

EVALUATION METHODS. Q &A, Evaluation form, responses from participants.

Groups formation.

- ❑ Write numbers on pieces of papers. Every two pieces of paper must have the same number.
- ❑ Fold them in such a way that the numbers cannot be seen. Request participants to come and pick one piece of paper. The number of participants must be even. This will help you to make pairs of two's who will facilitate one topic together the next day.
- ❑ Write topics on pieces of papers equal to the number of groups formed and request every pair to send a representative to collect the topic in which they have to prepare for day 5 and 6
- ❑ Allow trainees to leave and prepare their presentations for day 5 and 6. Remember no trainee will be allowed to prepare their presentation while others are presenting!

SESSION 7.

DAY FIVE AND SIX

Practical Presentations

Purpose

The aim this session is to provide chance to trainees to practice what they have learnt and concretize the facilitation techniques. Facilitators will have an opportunity to assess trainees capacity in facilitating and controlling the class and provide inputs.

Objectives

- Assess the capacity of trainees during the practical training
- Give opportunity to trainees to practice facilitation techniques
- Identify some weakness and strength of the participants
- Present identified topics in due course and how that shape their future response.

Methodology

- Facilitator introduce the session by explaining the purpose of the session
- The Facilitator welcomes participants to start presentation.

Outputs

- Competent trainers
- Clarifications provided on issues that will raise during the practical training

Topics may be selected from the list below, depending on which was more challenging: -

1. Anatomy and explicit language
2. Basic Facts and Information on Sexually Transmitted Infections
3. Basic Facts and Information on HIV/AIDS and link to STI
4. Basic Fact and disease progression of HIV
5. Prevention of STIs and HIV/AIDS
6. The Concept of Safer Sex and condom use
7. Women and HIV/AIDS at the in our daily life
8. Cultural aspect fuelling HIV transmission
9. Stigma Associated with HIV/AIDS at the household and in the community
10. Voluntary Counseling and Testing (VCT); considering the MoH guidelines.
11. Treatment, Care and Support for People Living with HIV/AIDS PLHA)
12. Life Skills and communication skills