

Facilitator's Guide

Draft Copy as of November 21, 2008

MODULE 6: NEXT STEPS

Description

Participants' self review, synthesis of learning log and planning for next steps particularly on the integration of CBDRR into their organizations plans and programs

Learning Objectives

1. To detail and share participants intended next steps upon return to working in communities.
2. To assess the overall change/improvement on the level of knowledge after participating in the training course on CBDRR

Learning Sessions

i.Action Planning by Participants

ii.Course Summary

iii.Post Course Assessment

iv.Completion of Course Evaluation Forms

v.Gallery Walk and Sharing of Learning

Total Time: 1 ½ hours

Materials: PowerPoint presentation, LCD projector, laser pointer, flipchart, flipchart paper, markers, post-course assessment papers, course evaluation forms, ball of string

Session 1: ACTION PLANNING BY PARTICIPANTS

Time:	30 min
Methodology:	Workshop
Materials:	forms for action planning

Procedure:

Working individually, participant will be required to fill up the form on action planning. After completion, this will be collected by the facilitators to be endorsed to concerned national society .

Session 2: COURSE SUMMARY

Time :	10 min
Methodology:	Evocative Discussion
Materials:	PowerPoint presentation, LCD projector, Laser pointer

Procedure:

Ask the participants to recap what was covered in each Module, one group at a time. Tell the other groups that if they feel the group providing the recap has missed anything to feel free to mention it. After the recap of each module a PowerPoint presentation already featuring the answers can be used to reinforce each groups comments.

Session 3: POST COURSE ASSESSMENT

Time:	15 min
Methodology:	'Exam'
Materials:	Post-course assessment papers

Procedure:

Distribute a questionnaire for each participant. Give them 15 minutes to answer the questions. Collect the questionnaires after participants have completed the questionnaire.

The content of this questionnaire is the same as for the questionnaire used for the pre-test assessment. This is to provide a measure of how much knowledge has been improved from the level prior to attendance on the course. Provide the answers to the participants once they have all completed the questionnaires and the marks have been allocated.

Session 4: COMPLETION OF THE COURSE EVALUATION FORMS

Time:	20 min
Methodology:	Filling in of Evaluation forms
Materials:	Evaluation forms

Procedure: Provide each participant with evaluation forms. Explain that their feedback will help improve future course delivery so it is especially important that they take the time to fill in the form. The form should include the following questions:

- *Which modules did you find particularly useful on the course?*
- *Which modules did you not find particularly useful on the course?*
- *Were there any topics you would like to include, or remove?*
- *Was enough time spent on each topic?*
- *What have you learnt that will be particularly useful to you when you return to work?*
- *Any other comments?*

Session 5: GALLERY WALK AND SHARING OF LEARNIN

Time:	45 min
Methodology	Group activity
Materials:	Ball of string/Small Ball (e.g. tennis ball), flipchart, flipchart paper, markers

Procedure:

1. Activity "Gallery Walk"

All the work produced by the participants (during group activities, using results of VCA etc.) should have been displayed on the walls of the training venue in a chronological order (this should be done as the activities are completed). For this activity the participants should form a line and then walk around the training venue reviewing what was produced starting with the earliest outputs and finishing with the most recent. This is a good way to remind the participants what has been achieved over the week and to reinforce learning. This activity also leads into the next activity, "sharing of learning."

2. Activity “Sharing of Learning”

The participants need to move so that they can get their chairs into a circle. Give the ball of string to one of the participants, ask them to share something they have learned and then throw the string to another participant holding the loose end of the string. By the time the exercise is over a web of string will have been created, reflecting that all the things the participants have learned are interlinked.