

TOOLS:

- **CATALYZER ORIENTATION AGENDA**
- **FACILITATOR GUIDE FOR CATALYZER ORIENTATION**
- **FACILITATORS' GUIDE TO COACHING CATALYZERS**





Utilization of the Social Networks Diffusion approach

CATALYZER ORIENTATION AGENDA

Date:

Location:

Facilitators:

Objectives:

- To reinforce the capacity of Catalyzers to use facilitation techniques and lead reflective discussion within groups
- To familiarize Catalyzers with materials and tools for monitoring activities
- To discuss with Catalyzers their roles and actions
- To enhance collaboration between health providers and Catalyzers

Time	Activities	Responsible
Day 1		
8:00-8:30	<ul style="list-style-type: none"> • Catalyzers arrive and get set up 	Facilitators
8:30-9:00	<ul style="list-style-type: none"> • Welcome for Catalyzers • Introduction of participants • Presentation of workshop objectives and agenda • Logistical information 	Facilitators
9:00-9:15	<ul style="list-style-type: none"> • Brief presentation of the consortium and of the project's partners, followed by a Q&A session 	Supervisor/ Facilitators
9:15-9:45	<ul style="list-style-type: none"> • Communication about social norms and their influence on family planning: social norms related to family planning in local communities • Presentation of the social networks diffusion approach to address unmet need for family planning 	Supervisor
9:45-10:00	Coffee break	
10:00-10:30	<ul style="list-style-type: none"> • Practical exercise: Agree/ Disagree (Activity Card #2) 	Supervisor/ Facilitators
10:30-11:00	<ul style="list-style-type: none"> • Instructions for role play in small groups 	Facilitators
11:00-12:15	<ul style="list-style-type: none"> • General overview of Activity Card #1 • Group work: reading, translation, discussions, role play, etc. • Continuation of approach for conducting Activity Card #1 in social networks 	Supervisor/ Facilitators



Time	Activities	Responsible
12:15-13:00	<ul style="list-style-type: none"> Roles and responsibilities of Catalyzers, including expectations relative to the intervention package, and explanation of the steps for wrapping up activities in villages. 	Facilitators/ Catalyzers
13:00-14:00	Lunch break	
14:00-14:45	<ul style="list-style-type: none"> General overview of Choice 1 Story Card 	Facilitators
14:45-15:45	<ul style="list-style-type: none"> Group work: practical exercise on the Choice 1 Story Card in small groups (reading, translation, discussions, role play, etc.) 	Facilitators/ Catalyzers
15:45-16:30	<ul style="list-style-type: none"> Continuation of group work (feedback) 	Facilitators/ Catalyzers
16:30-17:00	<ul style="list-style-type: none"> Preparation for the field trip: division of participants into three groups (two for Activity Card #1 and one for Choice 1 Story Card) 	Facilitators/ Catalyzers
17:00-17:30	<ul style="list-style-type: none"> Evaluation of the day and adjournment 	Facilitators
Day 2		
7:00-8:00	<ul style="list-style-type: none"> Transportation to the village: meeting at convened spot in the village 	Facilitators/ Catalyzers
8:00-10:00	<ul style="list-style-type: none"> Practice using Activity Card #1 and Choice 1 Story Card: group facilitation followed by debriefing 	Facilitators/ Catalyzers
10:00-10:15	<ul style="list-style-type: none"> Return to the room and presentation of health workers 	Facilitators/ Catalyzers
10:15-10:30	Coffee break	
10:30-12:30	<ul style="list-style-type: none"> Group work: practical exercises on the Activity Card #3, and Choice 2 and Choice 3 Story Cards in small groups (reading, translation, discussions, role play, etc.) 	Facilitators/ Catalyzers/ Health workers
12:30-13:30	Lunch break	
13:30-15:30	<ul style="list-style-type: none"> Continuation of role plays (feedback) 	Facilitators/ Supervisor/ Catalyzers
15:30-16:00	<ul style="list-style-type: none"> Linking health workers and Catalyzers: the different strategies for collaboration (invitation to networks, organizing meetings at the health centers, formal/informal visits by the Facilitator, exchange of cell phone numbers, etc.) 	Health workers/ Facilitators/ Catalyzers
16:00-17:00	<ul style="list-style-type: none"> Presentation of the Catalyzer Notebook 	Facilitators
17:00-17:30	<ul style="list-style-type: none"> Evaluation of the day and adjournment 	Facilitators



Time	Activities	Responsible
Day 3		
8:00-8:30	<ul style="list-style-type: none"> Brainstorming: reminders of the Day 1 and 2 activities, Q&A session, and addressing participants' concerns 	Facilitators/ Catalyzers
8:30-10:30	<ul style="list-style-type: none"> Group work: role play on Activity Card #4, Activity Card # 5, and Support 1 and Support 2 Story Cards in small groups (reading, translation, discussions, role play, etc.) Fill out the Catalyzer Notebook 	Facilitators/ Catalyzers
10:30-10:45	Coffee break	
10:45-12:30	<ul style="list-style-type: none"> Continuation of group work: explanation of Stories and Activities 	Facilitators/ Supervisors/ Catalyzers
12:30-13:30	Lunch break	
13:30-14:30	<ul style="list-style-type: none"> Role play on filling out Notebooks; overview of stories 	Facilitators/ Catalyzers
14:30-15:30	<ul style="list-style-type: none"> Synthesis of the main points of the orientation and formalities prior to adjournment 	Facilitators