

TOOLS:

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





FACILITATOR GUIDE FOR CATALYZER ORIENTATION

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 Catalyzer notebooks (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 Catalyzers • Introduction of Catalyzers and Facilitators • Presentation of workshop objectives and agenda • Logistical information 	Facilitators
9:00-9:15	<ul style="list-style-type: none"> • Brief presentation of the Social Networks Diffusion packet, followed by a Q&A session 	Facilitators
9:15-9:45	<ul style="list-style-type: none"> • Communication about social norms and their influence on family planning: using brainstorming, bring Catalyzers to discuss social norms related to family planning in their communities • Presentation of the social networks diffusion approach to address unmet need for family planning (use the Vision Card and <i>Tékponon Jikuagou</i> package of activities to discuss the components of the approach) 	Supervisor
9:45-10:00	Coffee break	
10:00-10:30	<ul style="list-style-type: none"> • Practical exercise inspired by Activity Card #2 to introduce dialogue tools. Allow Catalyzers to reflect and explore during this exercise. 	Facilitators



Time	Activities	Responsible
10:30-11:00	<ul style="list-style-type: none"> Establish the working groups. Create 3 to 5 groups based on the number of Catalyzers. The objective is to have a smaller number of people in each group to maximize participation of all members. Make sure to balance the composition of the groups: mix both “strong” and “weak” participants and avoid putting Catalyzers from the same village in the same group. Distribute materials (Activity Card #1 and Choice 1 Story Card) and discuss during Day 1. 	Facilitators
11:00-12:15	<ul style="list-style-type: none"> General overview of Activity Card #1: The Facilitator explains the content of the tool and what is expected from the Catalyzers working in small groups. Group work: The Catalyzers also work on Activity Card #1 in small groups (reading, translation, discussions, role play, etc.). Continuation of the approach for conducting Activity 1 in social networks. Think about communications skills when giving feedback to the groups. 	Facilitators/ Catalyzers
12:15-13:00	<p>Roles and responsibilities of Catalyzers. Discuss the expectations for this project:</p> <ul style="list-style-type: none"> This initiative is meant to facilitate activities in the community and generate a discussion about planning family. The duration of this initiative will not exceed 9 months; this is the time necessary to catalyze discussions on family planning and work with community members to begin changing attitudes around the acceptability and use of family planning methods. Refer to Handout 2.1 - Who is who in the Tékponon Jikuagou? in the Initial Staff Orientation Guide (Section iii). 	Facilitators
13:00-14:00	Lunch break	
14:00-14:45	<ul style="list-style-type: none"> General overview of Choice 1 Story Card: the Facilitator explains the content of the tool and what is expected from Catalyzers working in small groups. 	Facilitators
14:45-15:45	<ul style="list-style-type: none"> Group work: Catalyzers work on Choice 1 Story Card in small groups (reading, translation, discussions, role play, etc.) 	Facilitators/ Catalyzers



Time	Activities	Responsible
15:45-16:30	<ul style="list-style-type: none"> Continuation: presentation of tools and explanation of the process for using them. Make sure to highlight the positive points, challenges, and lessons learned, and consider the aspects of communication skills. Refer to Handout 2.3 – Key Communication Skills in the Initial Staff Orientation Guide (Section iii). 	Facilitators/ Catalyzers
16:30-17:00	<ul style="list-style-type: none"> Preparation for the field trip: two groups will work on Activity Card #1, and one group will work on Choice 1 Story Card in the village close to the orientation site 	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 Greetings and formalities with community members 	Facilitators/ Catalyzers
8:00-10:00	<ul style="list-style-type: none"> Practice using tools from 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 Arrival of health workers working in the health centers of the villages 	Facilitators/ Catalyzers
10:15-10:30	Coffee break	
10:30-12:30	<ul style="list-style-type: none"> Group work: Catalyzers complete Activity Card #3, and Choice 2 and Choice 3 Story Cards in small groups (reading, translation, discussions, role play, etc.) Health workers are invited to participate in these activities as members of the group 	Facilitators/ Catalyzers/ Health workers
12:30-13:30	Lunch break	
13:30-15:30	<ul style="list-style-type: none"> Continuation: Presentation of the tools and explanation of the process for using them to Catalyzers. Make sure to highlight the positive points, challenges, and lessons learned, and consider the aspects of communication skills. (Each Catalyzer should be able to lead discussions about all tools used in the group work – not only the tool that he/she practiced with.) 	Facilitators/ Supervisor/ Catalyzers
15:30-16:00	<ul style="list-style-type: none"> Linking health workers and Catalyzers: explain the different strategies for collaboration and how to maintain the link even after <i>Tékponon Jikuagou</i> concludes (invitation to networks, organizing meetings at the health centers, formal/informal visits from health workers to community members) Introduce the health workers and exchange cell phone numbers 	Health workers/ Facilitators/ Catalyzers



Time	Activities	Responsible
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
Day 3		
8:00-8:30	<ul style="list-style-type: none"> • Brainstorming: reminders of Day 1 and 2 activities, Q&A session, and addressing Catalyzers' concerns 	Facilitators/ Catalyzers
8:30-10:30	<ul style="list-style-type: none"> • Group work: The Catalyzers complete Activity Card #4, Activity Card #5, and Support 1 and Support 2 Story Cards in small groups (reading, translation, discussions, role play, etc.) • The Catalyzers 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: each group explains the stories and activities, identifies the main themes, explains how to ask key questions, and describes how to fill in the Catalyzer Notebook. (Make sure that EACH Catalyzer understands all stories and activities - not only the tool that he/she practiced with.) 	Facilitators/ Supervisors/ Catalyzers
12:30-13:30	Lunch break	
13:30-14:30	<ul style="list-style-type: none"> • Role play on filling out the Notebooks: focus on key points • Overview of the stories so that all Catalyzers have an idea of how they progress 	Facilitators/ Catalyzers
14:30-15:30	<ul style="list-style-type: none"> • Final evaluation of the orientation and formalities prior to adjournment 	Facilitators