

GUIDE FOR TRAINING OUTREACH WORKERS
MODULE 6: ACTION PLANNING
Session 1

ACTION PLANNING

Session Objectives

By the end of this session, the participants will be able to:

1. Use the trainer self-assessment sheet (Appendix 3, *Outreach Worker's Handbook* p. 53 and in the *Collection of Resource Materials*).
2. Describe fully their role as an outreach worker and answer questions about this role.
3. Establish a plan for starting their work as an outreach worker once they reach home.

SESSION AT A GLANCE: Action Planning

Activity	Time	Materials
<p>A. Introduction</p> <p>Trainer introduces the topics: back home planning, finalizing the job description and self-assessment, and the three objectives for the short session.</p>	5 minutes	- Flipchart, tape, markers
<p>B. Climate Setter</p> <p>Trainer asks how the group might help one another once they have launched their efforts and how they might work to improve their technical and joint planning/IPC skills.</p>	10 minutes	- Flipchart, tape, markers
<p>C. Large Group Discussion</p> <p>Trainer revisits the list of questions and the job description from day one to clear up any issues related to what the outreach workers are expected to do. Reviews IPC and the discussion tools.</p>	10 minutes	- List of questions from the first day's review of job description - Copies of the job description if needed
<p>D. Large Group Task</p> <p>The trainer shows them the self-assessment sheet in the <i>Outreach Worker's Handbook</i> and explains its use.</p>	15 minutes	- Copy of the self-assessment form for the outreach workers on a flipchart from the <i>Outreach Worker's Handbook</i> and/or individual copies at tables
<p>E. Letter of Commitment and Closing Ceremony</p>	30 minutes	- Letters to be signed - Any props for the ceremony



70 minutes

PREPARING TO TEACH THIS SESSION: Action Planning

Before you present Module 6, Session 1:

1. Know where the facilitator self-assessment form is in the *Outreach Worker's Handbook* (p. 53). Also available in the *Collection of Resource Materials* and in Appendix 3.
2. Make sure you have the outreach worker's job description questions from day one and have checked off the ones that were answered during the course of the workshop.
3. Make sure that the participants have their original "pretest" assessment (*Outreach Worker's Handbook* p. 3) at hand so they can look and see if there are still areas that need to be clarified.
4. Prepare appropriate questions for the participants to answer concerning their commitment once they leave the training.

TRAINING ACTIVITIES: Action Planning

A. Introduction to the Session (5 minutes)

1. Welcome the participants to this session on planning for next steps.
2. Let them know that this is the last session. Congratulate them on how well they've worked during the past ____ (*fill in the number*) days.
3. Present the session's three objectives:
 - Become familiar with the facilitator self-assessment sheet
 - Finalize the job description for an outreach worker
 - Plan for their jobs as outreach workers

B. Climate Setter (10 minutes)

1. Ask the participants how they might continue to improve their skills once they leave the workshop. Take several answers quickly.
2. Ask the participants how they might continue to support each other once they're working in the community. Take several answers quickly.

3. Record on flipchart if time allows.

C. Large Group Task (10 minutes)

1. Revisit the questions from day one on the job description of an outreach worker. Answer any remaining questions. If necessary, revisit the suggested tasks of an outreach worker in the *Outreach Worker's Handbook* p. 8, or the program specific job description (also in the *Collection of Resource Materials* and Appendix 1).
2. Briefly revisit the initial “pretest” or “assessment tool” filled out by the participants. Retake the pretest (pp. 3–5, *Outreach Worker's Handbook*; also in *Collection of Resource Materials* and Introduction of Training Guide). Give them a couple of minutes to see where they might need to continue studying WASH, joint planning, or any of the other themes explored during the training.
3. If time permits, call on some volunteers to tell what they want to continue to work on.

D. Large Group Discussion/Task (15 minutes)

1. Show the participants where the self-assessment sheet is in the *Outreach Worker's Handbook* (p. 53) or Appendix 3.
2. Guide the participants through the different desired practices (in the left column) and say that following their sessions with their community members, they should take a few minutes to assess their performance. Continue by saying that in this way, they will have a record on how they should adjust or improve their own performance with the clients in order to attain behavior change.

E. Individual Task, Large Group Discussion, and Pairs (20–30 minutes)

1. Post the following questions on a flipchart and ask each participant to answer the questions below:



Trainer Note:

Consult with the program manager to learn the most appropriate answers.

- Will you be working mainly with individuals, families, or groups?
- How will you acquire supplies that you need?
- When will you start and how will you introduce yourself to your audience(s)?
- Will you work in teams? If so, how will you divide up the work?
- Does your organization want you to track your progress and feed data to them?
- What about narrative progress reports?

- How can you stay in contact with your fellow participants and share important lessons about helping people to change their behavior?
2. When it looks like most participants have completed their answers, ask them to find a partner and share their responses.

**Trainer Note:**

The idea is to spark interest/curiosity/new ideas as you share the answers to the questions.

F. Drawing Conclusions, Commitment Letter, and Ceremony (10 minutes)

1. Ask the participants to put any final reminders about what they've learned in their *Outreach Worker's Handbook* p. 76. They should also record what they'll do at home to launch themselves as outreach workers who promote improved water, sanitation, and hygiene practices. This may also be done orally.
2. If you are not doing Module 7, conduct the graduation ceremony, as appropriate: Hand out certificates (see copy in the *Collection of Resource Materials*) or hold a little ceremony and invite any local dignitaries or WASH actors. Also pass out the workshop evaluation. (Sample questions are available in Appendix 4.)
3. Thank them heartily.

**Trainer Note:**

If the session on data management follows, let the participants know.