

## SESSION 1: WELCOME AND INTRODUCTION

### Aim of the session:

Session 1 aims to introduce participants to each other, determine participant's expectations of the course and allow completion of the pre-assessment questionnaire. An overview of the project and its phases is provided and the session concludes with a brief overview of the course content.

**SESSION TIME:** 1 hour 50 minutes

### SESSION PLAN:

| Time   | Activity  | Teaching method          |
|--------|---|--------------------------|
| 5 min  | 1. Welcome  | facilitator presentation |
| 30 min | 2. Introductions                                  | plenary discussion       |
| 15 min | 3. Expectations                                   | plenary discussion       |
| 15 min | 4. Ground rules and housekeeping                  | plenary discussion       |
| 30 min | 5. Pre-assessment questionnaire                   | individual work          |
| 15 min | 6. Overview of project phases and training course | facilitator presentation |

### PREPARATIONS FOR THE SESSION:

- ❖ Pre-assessment questionnaires and answer sheets

### Activity 1 - Welcome

*Time:* 5 min

*Method:* facilitator presentation

*Aim:* to welcome participants and introduce facilitators

### Facilitator instructions

- ❖ Welcome participants to the course and thank them for their participation
- ❖ Introduce facilitators

## Activity 2 - Introductions

*Time:* 30 min

*Method:* plenary discussion

*Aim:* to provide an opportunity for participants to introduce themselves to the group

### Facilitator instructions

- ❖ Ask participants to think of an adjective to describe themselves or how they are feeling
- ❖ The adjective must start with the same letter as their name, for instance, "I'm happy Henry" or "I'm amazing Andrew"
- ❖ As they say this, they can also mime an action that describes the adjective.
- ❖ Participants should then briefly describe where they are working
- ❖ Continue in this way, until everyone has had a chance to introduce themselves

## Activity 3 - Expectations

*Time:* 15 min

*Method:* plenary

*Aim:* to allow participants to express their expectations for the training

### Facilitator instructions

- ❖ Start by acknowledging that each participant has hopes, ideas and expectations about the workshop.
- ❖ Ask participants to choose the most important thing that they want to take away from this workshop. Ask each person to give one expectation.
- ❖ Record each response on flipchart.
- ❖ Summarize the expectations listed and indicate to what extent the course is likely to address these expectations.
- ❖ If there are unexpected topics listed, use this time to negotiate with the participants regarding a time or means to include that topic in the workshop if appropriate, or to clarify if a topic does not fall within the scope of this workshop.
- ❖ Tape the flipcharts from this session on the walls so that people can refer to them throughout the workshop.

**Activity 4 - Ground rules and housekeeping**

*Time:* 15 min

*Method:* plenary

*Aim:* to allow participants to develop ground rules to which they themselves will adhere and to address logistical issues

**Facilitator instructions**

- ❖ Brainstorm a list of ground rules such as: cell phones off, keeping to time, respect for one another's views, etc.
- ❖ Record the rules on a flip chart
- ❖ Once listed, get consensus that everyone agrees to abide by the rules
- ❖ Display the list of ground rules and refer to them if necessary during the course
- ❖ Share any logistical details that participants need to know – such as tea and lunch times and arrangements, location of toilets, etc.

**Activity 5 - Pre-assessment questionnaires**

*Time:* 30 min

*Method:* individual work

*Aim:* to determine participants' prior knowledge of the course content

**Facilitator instructions**

- ❖ Hand out the questionnaire and instruct participants to complete it within 20 minutes
- ❖ Collect the questionnaires
- ❖ Ensure that the unique participant identifier is written on the pre-test questionnaire.
- ❖ Request all participants to write this number on the first page of their manuals.
- ❖ Advise participants that the results of the pre-assessment will be shared with them the following day (optional).

Pre-test and post-test questionnaires are completed by all participants on the first and last days of the course respectively. The tests are handed in anonymously but participants are requested to write a unique identifier on pre- and post test questionnaires in order to assess individual improvements in knowledge. The perceptions and feelings of participants about the course

will be assessed using an anonymous daily evaluation sheet or a mood meter. At the end of the course, a detailed course evaluation questionnaire will be completed by all participants.

### **Activity 6 - Overview of project phases and training course**

*Time: 15 minutes*

*Method: facilitator presentation*

*Aim: to provide an overview of the project phases and the content to be covered over the following days*

#### **Facilitator notes**

- ❖ Refer to introduction section of the facilitator's manual.