Partnership Network Advocacy Consortium Papua New Guinea

Annotated Training Program

Expected Result:
Revised CLM1 -Virtual Space & CLM 4 -Community Forum and tools (A & B) appropriate to key populations in the PNG context

Workshop/Training Title	CLM4 and CLM1 Simulation Workshop *"Community-Led Monitoring methodologies CLM1 -Virtual Space & CLM 4 -Community Forum and tools (A & B) are appropriate to key populations in the PNG context"*
Location	Holiday Inn Hotel
Date	Thursday 8th – Friday 9th -JULY 2022
Time	0830hrs to 1600hrs each day
Facilitators	Lead: 1. Rose Namah – CLM Coordinator & Training Officer 2. Kinivagi Karo -CLM Training Consultant 3. Meredith Tutumang, Consultant-Community Engagement Advisor, UNAIDS, Country Office, PNG Co-facilitators: 4. Mosende (Peter) Zimmbodilion, Strategic Information Advisor, UNAIDS, Country Office, PNG 5. Lesley Bola, Executive Director, Key Populations Advocacy Consortium
Expected Number of Participants	Total number of participants # 9 Monitors, 3 Hotline Operators (CLM Team) # 1 ref from NCD PHA

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	# 1 ref from NDoH partners # 3 refs from World Vision # 6 participants KPAC team, including 5 facilitators. **Total = 25 paxs**

Activity Outline	Estimated Time	Methodology	Facilitator	Other Resources
Day One				
Participant Arrival and Registration	0830hrs - 0900hrs (30 minutes)		Rose Namah	Rose to be at the entrance and meet participants, one on one #Registration log-sheet. #Training Folder with Notepad and Pen. #Have power-points pictures running with classical soul music in the background (moderate volume on sound). #Hand out pre-test evaluation before the formal session starts.
Welcome remarks	0900hrs - 0910hrs (10 minutes)	Formal Speech/Talk to Group	Kinivagi Karo	#Power-point slide 1 - talking point: ● Thank participants ● Elaborate on first CLM training giving acknowledgment to development partners (USAID/PEPFAR, DFAT, and UNAIDS) for supporting CLM.
Opening Prayer	0910hrs - 0915hrs (5 minutes)	Prayer to Group-All Standing	Volunteer	# PowerPoint slide 2 – have a positive message (food for thought/philosophy)
Opening Remarks	0915hrs - 0925hrs (10 minutes)	Lecture approach	Lesley Bola	# PowerPoint slides 3-4 introduce the importance of CLM.
NDoH Remarks	0925hrs - 0935hrs 10 minutes)	Lecture approach	NDoH Rep	# PowerPoint slide 5-6 current statistics and the need for KP service demand generation

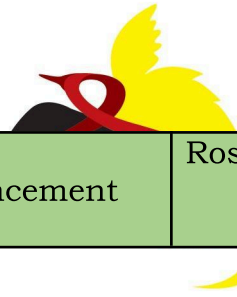| Introduction	0935hrs - 0945hrs (10 minutes)	Participatory activity	Kinivagi Karo	#Introductions through an Ice-breaker
House-keeping	0945hrs-0955hrs (10 minutes)	Participatory activity	Kinivagi Karo	#Work with participants on developing house rules with butchers, makers, and blue-tag. # Introduce a parking lot, for questions that participants want to be answered.
Participants' Pre-Evaluation	0955hrs –1000hrs (5 minutes)	Participatory activity	Rose Namah	#Using butchers, makers, and blue tags record participants' expectations about the CLM training.
Morning Tea	**1000hrs-1015hrs (15 minutes)**	**Invitation to tea**	**Rose Namah**	**#Tea, biscuits, and cakes are served by the hotel.**
Overview of CLM training-	1015hrs – 1030hrs (15 minutes)	Lecture approach	Kinivagi Karo	# PowerPoint 7-8 -**Overall outcome**: Participants can accurately collect, record, and analyze community data.
Specific outcome1: Participants can articulate the purpose of CLM and the different models and related tools applied.				
Looking in-depth into CLM methodologies and tools	1015hrs - 1100hrs (45minutes)	Lecture approach and participatory activity	Rose Namah	# PowerPoint slide 9-14 discusses the CLM model, methodology, and respective tools. # Benefits of using scorecards #Do a participatory activity with the group to ensure participants understand the models, methodologies, and tools to be used in the CLM. Materials for this can be butchers, makers, blue tags, and pictures.
Specific outcome 2: Participants can use CLM 4 tools to collect data				
Practical - Filling in Community Forum Scorecard – Tool A	1100hrs - 1145hrs (45 minutes)	Participatory activity	Rose Namah	#Power point slide 15 shows the Facility Exit Interview Scorecard. # Go through with the participants on the scorecard.

				#Get participants to work in pairs where one acts as an interviewer and the other acts as a respondent.
Participant's Feedback on-Practical Filling of the Community Forum Tool A Scorecard	1145hrs - 1200hrs (15 minutes)	Participatory - Group Feedback	Kinivagi Karo	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator.
Lunch Break	**1200hrs – 1300hrs (1 hour)**	**Invitation to lunch**	**Rose Namah**	**# Announce emerging items where required.**
Participant's Feedback on-Practical Filling of the Community Forum Tool A Scorecard	1300hrs - 1343hrs (43 minutes)	Participatory activity	Kinivagi Karo	#Power point slide 16 shows the Community Forum Scorecard. # Go through with the participants on the scorecard. #Get participants to work in pairs where one acts as an interviewer and the other acts as a respondent.
Energiser	1343hrs – 1345hrs (2 minutes)	Participatory	Kini	#Energiser (Lesley to name energizer)
Practical - Filling in Community Forum Scorecard – Tool B	1345hrs -1400hrs (15 minutes)	Participatory - Group Feedback	Kini	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator.
Participant's Feedback on-Practical Filling of the Community Forum Scorecard-Tool B	1345hrs – 1400hrs (45 minutes)	Participatory activity	Kinivagi Karo Rose Namah	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator.

Afternoon Tea and Closing of Day One	1500hrs	Group announcement	Rose Namah	#Tea # Write out busfares/log sheet for participants

Activity Outline	Time Estimation	Methodology	Facilitator	Process, Results, Other Resources
Day Two				
Participant Arrival and Registration	0830hrs - 0900hrs (30 minutes)	Entrance greeting, one on one	Rose Namah	#Registration log sheet for day two
Recap	0900hrs - 0930hrs (30 minutes)	Participatory activity	Kinivagi Karo	#Record feedback on butchers
Practical - Filling in Telephone Simulation -- Issue Documentation Form	0930hrs – 1000hrs (30 minutes)	Participatory activity		Participants are familiarized with telephone conversations and document issues encountered Participants can fill and record the Issue Documentation Form Accurately
Morning Tea	**1000hrs - 1015hrs**	**Invitation to tea**	**Rose Namah**	**#Make announcements on any emerging items where required.**
Continued-Practical – Telephone Simulation -Issue Documentation Form	1015hrs - 1100hrs (45 minutes)	Participatory activity	Rose Namah	Participants are familiarized with telephone conversations and document issues encountered Participants can fill and record the Issue Documentation Form Accurately

Feedback from participants	1100hrs - 1200hrs (1 hour)	Participatory activity	Lesley Bola	#Feedback is recorded on butchers.
Lunch Break	**1200hrs - 1300hrs (1 hour)**	**Invitation to lunch**	**Rose Namah**	**#Announcement on any emerging items where required.**
Specific outcome 3: Participants gain essential communication skills to engage in dialogue as an entry for data collection.				
Practical - Filling in Hotline -- Issue Documentation Form	1300hrs - 1400hrs (1 hour)	Participatory activity	Rose Namah	#Power point slide 19 showing the Hotline Issue Documentation Form
Practical - Role Play: Creating a dialogue with Hotline Operator and the Client	1400hrs - 1500hrs (1 hour)	Participatory activity	Kinivagi Karo Rose Namah	Practical - Role Play: Get into pair, one participant as Hotline Operator and another one as the Client calling
Afternoon Tea	**1500hrs - 1515hrs (15 minutes)**	**Invitation to tea**	**Rose Namah**	**#Announcements on any emerging items where required.**
Participant's Feedback	1515hrs - 1530hrs (15 minutes)	Participatory activity	Rose Namah	#Group provides feedback and this is recorded on butchers.
Post evaluation	1530hrs -1540hrs (10 minutes)	Individuals fill out evaluation forms	Rose Namah	#Hand out post-evaluation forms to participants to fill.
End of Day Two	**1600hrs**			Tea # Write out busfares/log sheet for participants'