

Training on CLM 3 Facility Exit Interview
Community Led Monitoring
Annotated Training Program
Revised Version

RESULTS: Monitors are able to fill out the CLM 3- Exit Interview Form accurately

Training Title	CLM 3 Training of Monitors “Facility Exit Interview”
Location	
Date	8th & 9th June, 2022
Time	0830hrs to 1600hrs each day
Facilitators	<p>Facilitators’ Lead:</p> <ol style="list-style-type: none"> 1. Rose Namah, CLM Coordinator and Training, KPAC 2. Kinivagi Karo, CLM Training Consultant <p>Co-facilitators:</p> <ol style="list-style-type: none"> 3. Brenda Lombange, CLM Lead Project Officer 4. Lesley Bola, Executive Director, Key Populations Advocacy Consortium 5. Mosende (Peter) Zimmbodilion, Strategic Information Advisor, UNAIDS, Country Office, PNG 6. Meredith Tutumang, Consultant-Community Engagement Advisor, UNAIDS, Country Office, PNG
Expected Number of Participants	# Of Participants – 25 paxs

	# 14 partners (KPAC recruited CLM 3 Exit Interview Monitors, PHA, NDoH) # 11 participants (CLM team CMM rep) including facilitators. Total = 25
--	--

Activity Outline	Estimated Time	Methodology	Facilitator	Process	Resources
Day One – 01/06/2022					
Participant Arrival and Registration	080hrs - 0830hrs (30 minutes)	Individual	Rose	At the entrance and meet participants Register participants using Registration log sheet	#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 formal session starts.
Opening Prayer	0830 hrs - 0835hrs	Prayer to Group – All Standing	Volunteer	Have a positive message (food for thought/philosophy)	
Introduction & House Keeping	0835 hrs – 0930 hrs	Participatory Activity	Rose	Introduction of each participant and housekeeping	Butcher Paper, Markers,

				Work with participants on developing house rules	
Remarks From Partners (NDoH, NAC, WVI)	0930 hrs – 0910 hrs	Lecture Approach	Dr. Boas NDoH Dr Anita WVI	Current Stastics and the need for KP Service demand generation in PNG	Talking Point
Welcome remarks	0910hrs - 0915hrs (10 minutes)	Formal Speech/Talk to Group	Mosende Peter /Lesley	introducing the importance of CLM in PNG	- talking point:
Participants' Pre-Evaluation	0915hrs –0920hrs (5 minutes)	Participatory activity	Rose	#Using butchers, makers, and blue tag record participants' expectation about the CLM training	Biros, stick on pads, Butcher Papers
Overview of CLM 3, CLM 4 -Tool A & Tool B	0920hrs – 0930 hrs (10 minutes)	Lecture approach	Rose	.	#Power-point 7-8 -Overall outcome:
Filling of CLM 3 -Facility Exit Scorecard	0930hrs -1000hrs (30 minutes)	Lecture Approach	Kini/Rose	Go through with the participants on the scorecards	#Power point slide 15 shows the Facility Exit Interview Scorecard
Morning Tea	01000hrs-01 015hrs (20 minutes)	Invitation to tea	Rose		#Tea, biscuits and cakes served by the hotel.
Practical - Filling in Facility Exit	01025hrs - 01130hrs (25 minutes)	Participatory activity	Kini/Rose	Get participants to work in pairs where one acts as an	Role Play

Interview -CLM 3 Scorecard				interviewer and the other acts as respondent	
Participant's Feedback on-Practical Filling of the Facility Exit Interview Scorecard	01130 hrs – 01200 hrs (30 minutes)	Participatory - Group Feedback	Kini	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator	Participants gain basic communication skills to engage in dialogue as entry for data collection.
Lunch Break	01200hrs – 01300hrs (1 hour)	Invitation to lunch	Rose		#Make announcement on emerging items where required.
Filling in Community Forum Scorecard- Tool A & Tool B	01300hrs – 01330hrs (30mins)	Lecture Approach	Rose	Go through with the participants on the scorecards	
Energiser	01330hrs – 01332hrs (2mins)	Participatory	Lesley		#Energiser (Lesley to name energizer)
Practical -Filling in Community Forum -Tool A & Tool B	01332 hrs – 01500 hrs (1 hour)	Participatory Group Activity	Kini	Get participants to work in pairs where one acts as an interviewer and the other acts as respondent	CLM 4 -Tool A & Tool B Scorecard
Afternoon Tea	1500hrs	Group announcement	Rose		#Tea

					# Write out busfares/log sheet for participants
Participant's Feedback on-Practical Filling of the Facility Exit Interview Scorecard	01500 hrs – 01600 hrs	Participatory - Group Feedback	Kini	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator	Participants gain basic communication skills to engage in dialogue as entry for data collection.
Closing of Day One	01600 hrs				
Activity Outline	Time Estimation	Methodology	Facilitator	Process	Result s, Other Resour ces
Day Two					
Participant Arrival and Registration	0800hrs - 0830hrs (30 minutes)	Individual Activity	Rose	Participants registers themselves using registration log sheet	#Regi strati on log sheet for day two

Opening Prayer	0830 hrs - 0835hrs (5 minutes)	Prayer to Group – All Standing	Volunteer		
Recap	0832 hrs - 0840hrs (8 minutes minutes)	Participatory activity	Kini	Go through together with the participants what was covered in the previous day	#Record feedback on stick on pads
Explain Scoring	0840 hrs – 01000 hrs	Lecture Approach	Mosende (Peter) Zimmbodilion, Strategic	Go through with the participants on the filled scorecards	Score card Dictionary
Morning Tea	01000 hrs – 01030 hrs				
Practical – Coding and Encoding of data using the filled forms being scored	01030 hrs – 01100 hrs (30 minutes)	Participatory Activity	Rose	Get Participants to work in pairs to guide each other	
Participants Feedback on – Practical Coding and Encoding of Data	01100 hrs -01150hrs (40 minutes)	Participatory – Group Feedback	Kini	Participants provide feedback on their experience and learning	
Post evaluation	01150 hrs – 01200 hrs	Individual Activity	Rose	Individuals fill out evaluation forms	Stick on pads
Lunch Break	1200hrs - 1300hrs (1 hour)	Invitation to lunch	Rose		#Announcement

					on any emerging items where required.
Presentation of Certificates	1300hrs - 1545hrs (2 hrs 30mins)	Participatory activity	Mosende (Peter) Zimmbodilion, Strategic Information Advisor, UNAIDS, Dr. Boas, NDoH	Present the Exit Interview Monitors with Certificates	Certificates with their names written on it
Afternoon Tea	1545hrs - 1600hrs (15 minutes)	Invitation to tea	Rose Namah		#Announcements on any emerging items where required.
End of Day Two	1600hrs				



FRIENDS FRAGIPANI | IGAT HOPE | KAPUL CHAMPIONS

PO Box 1041 | Port Moresby | National Capital District | Papua New Guinea

Telephone : (675) 321 7999 | Email : pnacpng@gmail.com