

QUALITY IMPROVEMENT & VERIFICATION CHECKLIST FOR PRACTICE PROMOTION SESSIONS BY COMMUNITY DEVELOPMENT WORKERS (CDWs)

Name of CDW: _____ Evaluator: _____

Community: _____ Date: _____

METHODS

YES NO

Set up

- | | | |
|--|--------------------------|--------------------------|
| 1. Did the community development worker (CDW) seat people so that all could see each others' faces? | ☐ | ☐ |
| 2. Did the CDW ask someone if they want to open the session in prayer if appropriate in the local context? | ☐ | ☐ |
| 3. Did the CDW wear appropriate clothing? | ☐ | ☐ |
| 4. Did the CDW sit at the same level as the other participants? | ☐ | ☐ |
| 5. <u>If using a lesson plan</u> : Did the CDW follow the lesson plan in the curricula? | ☐ | ☐ |

Overall communication

- | | | |
|--|--------------------------|--------------------------|
| 6. Did the CDW speak loud enough that everyone could hear? | ☐ | ☐ |
| 7. Did the CDW use proper eye contact with everyone? | ☐ | ☐ |
| 8. Did the CDW use changes in voice intonation (not monotone)? | ☐ | ☐ |
| 9. Did the CDW speak slowly and clearly? | ☐ | ☐ |
| 10. Did the CDW move around the room/area without distracting the group? | ☐ | ☐ |
| 11. Did the CDW always use examples/terminology that were culturally appropriate? | ☐ | ☐ |
| 12. Did the CDW encourage comments by nodding, smiling, or other actions that show s/he was listening? | ☐ | ☐ |
| 13. Did the CDW ALWAYS reply to participants in a courteous and diplomatic way? | ☐ | ☐ |
| 14. Did the CDW prevent domination of the discussion by 1 or 2 people? | ☐ | ☐ |
| 15. Did the CDW encourage timid participants to speak/participate? | ☐ | ☐ |
| 16. Did the CDW use a participatory method? (game, skit, song, story, other -- SPECIFY: _____) | ☐ | ☐ |
| 17. Did the CDW ask the participants lots of (non-rhetorical) questions? | ☐ | ☐ |
| 18. Did the CDW give participants adequate time to answer questions? | ☐ | ☐ |
| 19. Did the CDW encourage discussion amongst participants? | ☐ | ☐ |

Beginning

- | | | |
|---|--------------------------|--------------------------|
| 20. Did the CDW introduce the topic well (who s/he is, topic, time)? | ☐ | ☐ |
| 21. Did the CDW ask questions to relate topic to the participants' experiences? | ☐ | ☐ |
| 22. Did the CDW ask about the current practices of the participants? | ☐ | ☐ |

Middle

23. Did the CDW use the brainstorming technique at appropriate moments? ☐ YES ☐ NO
24. Did the CDW use any props? ☐ YES ☐ NO
25. If pictures with key messages were used: Did the CDW explain the meaning of each picture? ☐ YES ☐ NO
26. Did the CDW demonstrate any skills that s/he was promoting? ☐ YES ☐ NO
27. Optional, if taught: Did the CDW use any persuasion principles? ☐ YES ☐ NO
28. Did the CDW explore participants' barriers to the promoted practices? ☐ YES ☐ NO
29. Did the CDW elicit current and suggested strategies to overcome barriers from the participants? ☐ YES ☐ NO
30. Did the CDW suggest other strategies to overcome barriers? ☐ YES ☐ NO
31. Did the CDW encourage comments by paraphrasing what people said (repeating statements in his or her own words)? ☐ YES ☐ NO
32. Did the CDW ask participants if they agree with other participants' responses? ☐ YES ☐ NO
33. Did the participants make lots of comments? ☐ YES ☐ NO
34. Did the CDW summarize the *participants'* discussion? ☐ YES ☐ NO
35. Did the CDW reinforce statements by sharing relevant personal experience, or asking others to share personal experience? ☐ YES ☐ NO
36. Did the CDW encourage participants to share what they know? ☐ YES ☐ NO

End

37. Did the CDW verify that people understood the main points using open-ended questions? ☐ YES ☐ NO
38. Did the CDW summarize the essential points presented at the end? ☐ YES ☐ NO
39. Did the CDW use any techniques to move people to action? ☐ YES ☐ NO
40. Did the CDW ask for participants' commitments related to the current lesson? ☐ YES ☐ NO
41. Did the CDW ask about commitments from previous lessons? ☐ YES ☐ NO
42. Did the CDW finish the session within the allotted time? ☐ YES ☐ NO

Contents

43. Was the content of the educational messages CORRECT? ☐ YES ☐ NO
 1 2 3 4 5 6 7 8 9 10
 Poor Excellent
44. Was the content of the educational messages RELEVANT? ☐ YES ☐ NO
 1 2 3 4 5 6 7 8 9 10
 Poor Excellent
45. Was the content of the educational messages COMPLETE? ☐ YES ☐ NO
 1 2 3 4 5 6 7 8 9 10
 Poor Excellent
46. OVERALL EVALUATION OF THE CDW's BCC PERFORMANCE:
 1 2 3 4 5 6 7 8 9 10
 Poor Excellent

Scoring: Yes = ____ Used (Yes+No) = ____ Score= ____%

Recommendations/Suggestions for Action/Comments: _____

_____ (continue on the next page if necessary)