



Building the Capacity of Civil Society Organizations in TB Control - An Approach

**5.1 Facilitator's Manual
Stakeholders Workshop**

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1. Goals and Objectives

Overall Goal:

Strengthen the collaboration among stakeholders in the field of community involvement in TB control

Specific Objectives:

 The participants are

- Informed about the project "Building Capacity of Civil Society Organizations in TB Control"
- Informed about the community involvement activities and approaches of all stakeholders present
- Discuss the role of CSOs in TB control
- Look for and agree on areas of collaboration

2. Program Stakeholders' Workshop

08.30 - 09.00	Registration
09.00 - 09.30	Welcome Introduction of participants, program and the "Building Capacity of Civil Society Organizations in TB Control" project
09.30 - 10.15	Speed Dating Presenting yourself, your organization, your organization's role in community involvement in TB control.
10.15 - 10.45	Coffee Break
10.45 - 11.45	CSOs in TB control Their roles, tasks and responsibilities, their relevance and how to strengthen their roles for better TB control.
11.45 - 12.30	CSO's action plans
12.30 - 14.00	Lunch
14.00 - 14.45	Sharing and Learning
14.45 - 15.45	Strengthening collaboration among all stakeholders How can we intensify the collaboration among all stakeholders
15.45 - 16.00	Tea Break
16.00 - 16.30	Evaluations of the day

Session 1: Introduction

1.1 Objectives: Participants know each other and are informed about the workshop program and the “Building Capacity of Civil Society Organizations in TB Control” project

Time: 45 minutes

Time	Content	Methodology	Trainers' materials	Participants' materials
09.00 - 09.10	Welcome and official opening Handing over to trainers	Plenary NTP opens the workshop		
09.10 - 09.20	Introduce trainers: name, organization Introduce participants: name, organization, function	Plenary Trainers and participants present themselves		List of participants + email addresses Name cards on the table
09.20 - 09.25	Workshop program: <ul style="list-style-type: none"> ▪ Goal & objectives ▪ Approach ▪ Agenda 	Plenary Presentation with Powerpoint (PPT)	PPT: Workshop program	Workshop program
09.25 - 09.30	Project: “Building Capacity of Civil Society Organizations in TB Control” <ul style="list-style-type: none"> ▪ Goal ▪ CSOs involved ▪ Mentoring organizations involved 	Plenary Presentation		

Session 2: Speed Dating

2.1 Objectives: Participants get to know each other, the organization's activities in TB control and in community involvement in TB control

Time: 30 minutes

Time	Content	Methodology	Trainers' materials	Participants' materials
09.30 - 09.40	Who are you? what is your background? what do you do in TB control? Organization's experience, role and activities in TB control Organization's involvement in TB control	Plenary Introduce the assignment Assignment: Speed dating Rounds of 10 minutes Meet 3 people from different organizations and get to know them and their organizations In the room there are groups of 2 seats. People have badges with their name + organization.	PPT with the speed dating assignment	
09.40 - 10.10	Speed Dating	Facilitator claps after 10 minutes, participants change		
10.10 - 10.15	Wrap up the results of speed dating Speed dating = networking	Plenary Ask participants to share some "news" they got		

Session 3: CSOs in TB control

3.1 Objectives: Participants discuss:

- The current roles, tasks and responsibilities of CSOs in TB control in this country
- The relevance of CSO's involvement in TB control in this country
- How to strengthen CSO's roles for effective TB control

Time: 1 hour

Time	Content	Methodology	Trainers' materials	Participants' materials
10.45 - 10.55	<p>1. Relevance of CSO's involvement</p> <ul style="list-style-type: none"> ▪ More human resources to combat TB ▪ Stronger community involvement ▪ Empowerment of communities <p>2. CSO's roles, tasks and responsibilities in TB control</p>	<p>Plenary</p> <p>Introduce the session Brainstorm about the relevance of CSOs in TB control Introduce the assignment</p> <p>Assignment: CSO's roles, tasks and responsibilities in TB control</p> <ul style="list-style-type: none"> ▪ Current situation ▪ Improvements needed ▪ How to get this done 		Assignment: CSO's roles, tasks and responsibilities in TB control
10.55 - 11.20	<p>Assignment: CSO's roles, tasks and responsibilities in TB control</p> <ol style="list-style-type: none"> Current situation What improvements are needed How to get this done 	<p>In Buzz Groups</p> <p>In buzz groups Participants discuss the questions and write their inputs on the different flip charts in the room:</p> <ol style="list-style-type: none"> 1. What are the current roles, tasks and responsibilities of CSOs in TB control in this country 2. What improvements are needed so that CSOs can play a more effective role in TB control 3. How to get these improvements done 		

Time	Content	Methodology	Trainers' materials	Participants' materials
11.20 - 11.45	<p>CSO's roles, tasks and responsibilities in TB control</p> <p>a. Current situation</p> <p>b. What improvements are needed</p> <ul style="list-style-type: none"> ▪ Staffing ▪ Staff competencies ▪ Funding ▪ Support from NTP, experienced NGO's <p>c. How to get this done</p> <ul style="list-style-type: none"> ▪ Build good relationships Involve them in the TB network ▪ Inform them ▪ Train them ▪ Make use of their expertise 	<p>Plenary</p> <p>Discuss participants inputs and wrap up</p>		

Assignment: CSO's roles, tasks and responsibilities in TB control

Discuss the questions below in buzz groups and write your inputs on the different flip charts in the room:

1. What are the current roles, tasks and responsibilities of CSOs in TB control in this country?
2. What improvements are needed so that CSOs can play a more effective role in TB control in this country?
3. How can these improvements be achieved?

Session 4: CSO's action plans

4.1 Objectives: All participants are informed about CSO's action plans, give them feedback to improve the plans

Time: 45 minutes

Time	Content	Methodology	Trainers' materials	Participants' materials
11.45 - 11.50	Presentation of CSO's action plans	Plenary Introduce the session		
11.50 - 12.30	Presentation of CSO's action plans	Plenary CSOs present their action plan (result of the 4 day training) and ask for feedback		PPT presentation or poster per CSO

Session 5: Sharing and Learning

5.1 Objectives: Participants share experiences and expertise and learn from each other

Time: 45 minutes

Time	Content	Methodology	Trainers' materials	Participants' materials
14.00 - 14.15	<p>Session goal and approach: Share and Learn</p> <p>A strong TB system is needed for good TB control</p> <p>In a strong TB system all stakeholders participate actively, contribute, learn from each other</p> <p>To learn from each other you need to:</p> <ol style="list-style-type: none"> 1. Know and communicate what expertise you have 2. Know and communicate what expertise you need 3. Look for people that you can learn from 	<p>Plenary</p> <p>Introduce the goal , content and approach of this session</p> <p>Individual exercise:</p> <ul style="list-style-type: none"> • What is your expertise? What do you have to offer? (write on a green card) • What learning questions do you have? (write on a red card) 	<p>Green and red cards</p> <p>Markers</p>	<p>Assignment</p>
14.15 - 14.45	<p>Share and Learn</p>	<p>Round 1: 15 minutes</p> <p>People stick the green card on their back and the red card on their front and walk around till they find somebody they would like to share with. An alternative is that people hold the cards in their hands.</p> <p>Round 2: 15 minutes</p> <p>Do the same as in round 1, but make sure you have now a different role (if you were giving information in round 1 you now will take information)</p>		

Participants' Materials

Individual exercise:

1. What is your expertise in the field of TB control? What do you have to offer others?

Write this on a green card.

2. What is your main learning question in the field of TB control?

Write this question on a red card.

Session 6: Strengthening collaboration among all stakeholders

6.1 Objectives: Participants explore in which areas and how they can strengthen their collaboration. They agree on some concrete actions.

Time: 1 hour

Time	Content	Methodology	Trainers' materials	Participants' materials
14.45 - 14.55	1. Explore areas of collaboration 2. Define concrete actions for collaboration	Plenary <ul style="list-style-type: none"> Introduce the session goal and approach Introduce the assignment "Strengthening Collaboration among all stakeholders" Form mixed groups of 3 - 4 with people from Mentee CSO, Mentoring organization and other stakeholders (NTP, CCM, NGO's) 		Assignment "Strengthening Collaboration among all stakeholders"
14.55 - 15.30	Explore areas of collaboration Concrete actions	Plenary Work in subgroups on the assignment		
15.30 - 15.45	Exploring areas of collaboration Concrete actions	Plenary Groups present their action points Discussion: How to monitor this		

Work in Subgroups

Work in mixed groups (Mentee CSO, Mentoring CSO, NTP, CCM, NGO) and explore areas of collaboration and commit yourselves to 1 - 2 action points. Present these action points in plenary.

Session 7: Evaluation of the workshop

7.1 Objectives: Participants evaluate the workshop

Time: 30 minutes

Time	Content	Methodology	Trainers' materials	Participants' materials
16.00 - 16.30	Evaluate the meeting <ul style="list-style-type: none">▪ Content▪ Methodology▪ Organization▪ Facilitation	Individual Fill in an evaluation form Plenary Share <ol style="list-style-type: none">1. One eye-opener2. One advice to the trainers		Evaluation form

Participants' Feedback Sheet

1. Please rate for every session your appreciation of the content and of the methodology. Write the numbers in the table behind the name of the session.

Excellent

5

Good

4

All right

3

In need of improvement

2

Poor

1

Title of Session	The content was...	The methodology was...
1. Introduction		
2. Speed Dating		
3. CSOs in TB control		
4. CSOs' Action Plans		
5. Sharing and Learning		
6. Strengthening Collaboration among all Stakeholders		

2. In your opinion, were all relevant stakeholders present at the workshop? Please explain your opinion and let us know which stakeholder you would have liked to see additionally, if any.

Please circle the score that most closely represents your views.

3. To what extent are you sufficiently informed about the project "Building Capacity of Civil Society Organizations in TB Control"?

Fully	5	4	3	2	1	Not at all
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4. To what extent has this stakeholders meeting given you the opportunity to get information about the community involvement activities and approaches of all present stakeholders?

Fully	5	4	3	2	1	Not at all
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5. To what extent have you had the opportunity to discuss the role of your organization in TB control?

A Lot	5	4	3	2	1	Little
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6. To what extent have you had the opportunity to share information with other organizations?

A Lot	5	4	3	2	1	Little
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7. To what extent have you had the opportunity to make plans for collaboration with other organizations?

A Lot	5	4	3	2	1	Little
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8. To what extent have you benefited from the participation of other organizations in TB control?

A Lot	5	4	3	2	1	Little
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9. What were your main take-away messages from them?

10. What is your overall rating of the stakeholder workshop?

Excellent	5	4	3	2	1	Poor
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Make any comments on your ratings that you feel will be of help to the designers of the stakeholder workshop.
