**Rapid Response Teams Training of Trainers (TOT) - Venue, city, country, dates**

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**TOT facilitation team preparatory meeting agenda**

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| **Time** | **Item** | **Required** |
|  | * Share with facilitation team members printed copies of the latest version of the RRT TOT agenda. * Finalize the agenda and confirm facilitators for each session, time allocation, etc. * Assign/update roles and names for the opening session (MOH/WHO officials?) * Assign chairing role at least for day 1 (then you can rotate) * Assign time keeping role at least for day 1 (then you can rotate) * Finalize PPT 0\_RRT\_TOT\_opening * Review/finalize PPTs for content by modules, and TOT tools * Share with the facilitation team printed copies of the Facilitator Guide for the skills drill * Display PPT C1.1 Introduction to skills drill for facilitators: review/recall each step of the scenario-based skills-drill, ensure everybody understands and masters the scenario. * Explain coach and evaluator roles. Assign a coach and an evaluator to each group/team (complete list in RRT TOT agenda, tab 2) * Assign “actor roles” to facilitation team members (complete list in TOT agenda, tab 2). If possible, avoid assigning “actor roles” to team coaches. * Review the list of participants and group them to ensure all required areas of expertise are available in each group (4 groups?) | All |

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|  | **Logistics:**   * Review plenary room set-up (1 round table per group, 8 to 10 participants/table, plus sitting spaces for TOT facilitators) * Test equipment in plenary (laptop, projector, microphones, Internet, sound) * Install electronic copies of material that will be used on laptop in the plenary room * Check small rooms for role plays (2) and identify other spaces needed for role plays * Install secretary room near the plenary (laptop, printer, Internet) * Review the material/supply secured (RRT\_ATP\_material\_checklist) * IPC, laboratory and logistics experts: they must take time double check the availability, quantities and quality of PPE, lab sample collection material, set to prepare chlorine solution. * Review/count/prepare printed material (RRT\_ATP\_material\_checklist) * Share a copy of the agenda with hotel focal point to ensure breaks/meals will be on time * Set-up welcome/registration desk with name plates, badges, registration list, etc. |