**Rapid Response Teams Advanced Training Programme - Venue, city, country, dates**

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**Facilitation team preparatory meeting agenda**

**DAY 1**

**MORNING**

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| **Time** | **Item** | **Required** |
| **2-3h** | * Share with facilitation team members printed copies of the latest version of the agenda. Provide USB pen drive with all training material to be used and/or link to access it on Dropbox or online platform. * Finalize the agenda and confirm facilitators for each session, time allocation, etc. * Important note to facilitators: PPTs should not have more than 15-17 slides for 30’ timeslot, not more than 30-32 slides for 60’ timeslot. There is need to leave time for Q/A and discussions. * Assign/update roles and names for the opening session (MOH/WHO officials?) * Assign chairing role for day 1 (then you can rotate) * Assign time keeping role for day 1 (then you can rotate) * Finalize PPT RRT\_ATP\_training\_introduction | All |

**AFTERNOON**

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| **3h** | * 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 tool 1, tab 2, Roles for skills drill) * Assign “actor roles” to facilitation team members (complete list in tool 1, tab 2, Roles for skills drill). If possible, avoid assigning “actor roles” to coaches. * Review the list of participants and decide how participants will be grouped throughout the training (complete list in Annex 1) | All |

**DAY 2**

**MORNING**

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| **1h** | * Recap by facilitators on the story of the skills drill: facilitators explain what they understood about the country content, the story, the scenario. * Questions/answers. * Review the PPT C1.4 Debriefing | All |

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| **2h** | * Each facilitator or sub-group to review/list-down logistic needs for each session, including printouts (to ensure that everyone takes responsibility, but in principle all printouts are done/ equipment purchased). * 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. | All |

**AFTERNOON**

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| **2h** | * Review and finalize pre-post-test questions. * PPTs and other material to be finalized/sent to the facilitation team coordinator *(insert email address)* * Important note: PPTs should not have more than 15-17 slides for 30’ timeslot, not more than 30-32 slides for 60’ timeslot. | All |

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|  | Logistics:   * Review plenary room set-up (1 round table per group, 8 to 10 participants/table) * Test equipment in plenary (laptop, projector, microphones, Internet, sound) * Install electronic copies of material that will be used on laptop in the plenary room * Review break-out rooms (2, 8-10 participants each), and small rooms for role plays (2) * Install secretary room near the plenary (laptop, printer, Internet) * Review the material/supply secured (RRT\_ATP\_material\_checklist) * Review/count/prepare printed material (RRT\_ATP\_material\_checklist) * Share a copy of the agenda with hotel FP to ensure breaks/meals will be on time * Set-up welcome/registration desk with name plates, badges, registration list, etc. |

**ANNEXES**

**Annex 1: Participants grouping**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RRTs** | **Team members** | | **Profiles** | |
| **RRT 1** | **1** |  | |  |
| **2** |  | |  |
| **3** |  | |  |
| **4** |  | |  |
| **5** |  | |  |
| **6** |  | |  |
| **7** |  | |  |
| **8** |  | |  |
| **9** |  | |  |
| **10** |  | |  |
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| **RRT 2** | **1** |  | |  |
| **2** |  | |  |
| **3** |  | |  |
| **4** |  | |  |
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| **RRT 3** | **1** |  | |  |
| **2** |  | |  |
| **3** |  | |  |
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| **6** |  | |  |
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| **8** |  | |  |
| **9** |  | |  |
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| **RRT 4** | **1** |  | |  |
| **2** |  | |  |
| **3** |  | |  |
| **4** |  | |  |
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| **6** |  | |  |
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| **9** |  | |  |
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