**RRT Managers Workshop**

**Venue, country, date**

**Daily evaluation questionnaires**

***Note to facilitators/organizers:***

*This daily evaluation questionnaire was developed based on the standard RRT Managers Workshop agenda (01\_RRT\_MW\_standard\_agenda\_V1\_Aug\_2024\_en). The sessions for each questionnaire follow the flow of this specific agenda. Should you modify the agenda to meet your country specific needs, do not forget to adapt the questions and sessions flow to your version of the agenda.*

*You can provide participants with printed copies of daily evaluation questionnaires. If you do so, please ensure you delete this ‘Note to facilitators/organizers’ before printing it, and insert relevant information whenever text is highlighted in yellow. However, to facilitate data collection, compilation and analysis, we recommend you use the questions proposed on this form to develop online daily evaluation questionnaires. Several online applications/websites free of charge may help you to do so, such as:*

*Google Forms*

[*https://www.google.com/forms/about/*](https://www.google.com/forms/about/)

*Survey Monkey*

[*https://www.surveymonkey.com/*](https://www.surveymonkey.com/)

*WHO does not promote nor recommend any of the above, these are just examples of free of charge websites that may be used to create online questionnaires.*

*You may also have, through your organization/employer, access to licensed websites/applications for creating online questionnaires.*

**EVALUATION DAY 1 – date**

*We value your honest feedback so we can continue to improve the training and ensure it is useful and relevant to the countries where it is rolled out.*

*We are asking for feedback on each session so we can identify areas that need strengthening. It should take no more than 10 minutes to complete.*

*We thank you for your time and patience in completing this questionnaire.*

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| **Opening session** | **No** | **Not sure** | **Yes** |
| Did the opening session provide a clear overview of the workshop's goals? |  |  |  |
| Did you find the opening session engaging? |  |  |  |
| Do you feel you have a good understanding of what to expect in the upcoming sessions? |  |  |  |

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| **Session 1.1: Overview of RRT capacity in country** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about **country** 's RRT capacity relevant and useful? |  |  |  |
| Can you describe the **country** health emergency preparedness and response framework/system? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in describing how RRTs at different levels of the health system are active in **country**? |  |  |  |
| How confident are you in explaining the link between RRTs and other response actors in **country?** |  |  |  |

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| **Session 1.2: Group activity: Brainstorm on the country RRT experience** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Did you have the opportunity to share your experience? |  |  |  |

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| **Session 1.3: Introduction to RRT management** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did the session address your expectations and learning needs regarding RRT management? |  |  |  |
| Can you describe the purpose and composition of RRTs? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to explain the basics of RRT management? |  |  |  |

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| **Session 1.4: Composing the RRT management team** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about the composition of the RRT management team relevant and useful? |  |  |  |
| Can you describe the roles and responsibilities of key members of the RRT management team? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to explain the roles of RRT management team members to someone else? |  |  |  |

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| **Sessions 8.1 & 8.2: Roles of a manager and team management** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about management useful? |  |  |  |
| Can you describe the roles and responsibilities of a manager? |  |  |  |
| Can you describe the skillsets needed by a manager? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to explain how to manage an RRT effectively? |  |  |  |
| How confident are you in your ability to describe the 7 steps of conflict resolution to someone else? |  |  |  |

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| **Session 1.5: Group activity: Composing / strengthening the RRT management team** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 2.3: Group activity: Criteria for good SOPs** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

**Where there any topics or concepts that you found difficult to understand?**

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**Please list three key takeaways from today’s training**

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**Please provide suggestions for how this day can be improved in future trainings.**

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**EVALUATION DAY 2 – Date**

*We value your honest feedback so we can continue to improve the training and ensure it is useful and relevant to the countries where it is rolled out.*

*We are asking for feedback on each session so we can identify areas that need strengthening. It should take no more than 10 minutes to complete.*

*We thank you for your time and patience in completing this questionnaire.*

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| **Session 2.1: Defining SOPs** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did the session provide a good definition of SOPs? |  |  |  |
| Can you describe the key characteristics of SOPs? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to contribute to the development of a good SOP? |  |  |  |

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| **Session 2.2: Introduction to SOP development** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did the session provide a good overview of SOP development? |  |  |  |
| Can you outline the basic steps involved in SOP development? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to contribute to the development of an SOP for rapid response teams? |  |  |  |

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| **Session 2.3: Group activity: assessing an SOP example** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 3.1: Introduction to staffing and rostering.** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about staffing and rostering an RRT relevant and useful? |  |  |  |
| Can you explain the key principles of effective RRT staffing and rostering? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to outline the steps in staffing and rostering an RRT programme |  |  |  |
| How confident are you in your ability to explain how an RRT roster is used? |  |  |  |

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| **Session 3.3: Group activity: RRT staffing and rostering SOP** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 3.4: Group activity 2: Developing an RRT roster adapted to your country** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 3.6: RRT readiness and administration considerations** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about RRT readiness and administration considerations useful? |  |  |  |
| Can you explain the administration considerations for RRT readiness? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to explain to someone else the main administration aspects to consider for effective RRT function? |  |  |  |

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| **Session 6.1 & 6.2: Budgeting and financial planning for RRTs** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about budgeting and financial planning for RRTs useful? |  |  |  |
| Can you list the main budget items that should be in an RRT budget? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to describe the main goal of developing a specific budget for RRTs? |  |  |  |
| How confident are you in your ability to explain the key considerations in financial management of RRTs? |  |  |  |
| How confident are you in describing the components of a financial sustainability plan for RRTs? |  |  |  |

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| **Session 7.2: Ethics and code of conduct** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about ethics and code of conduct useful? |  |  |  |
| Can you explain the components of the code of conduct for RRTs? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to describe ethical principles relevant to RRT activities? |  |  |  |

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| **Session 7.3: Group activity: Ethics mini scenarios** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

**Where there any topics or concepts that you found difficult to understand?**

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**Please list three key takeaways from today’s training**

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**Please provide suggestions for how this day can be improved in future trainings.**

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**EVALUATION DAY 3 – Date**

*We value your honest feedback so we can continue to improve the training and ensure it is useful and relevant to the countries where it is rolled out.*

*We are asking for feedback on each session so we can identify areas that need strengthening. It should take no more than 10 minutes to complete.*

*We thank you for your time and patience in completing this questionnaire.*

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| **Session 7.4: Introduction to Prevention of and response to sexual exploitation, abuse, and harassment (PRSEAH)** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about PRSEAH useful? |  |  |  |
| Can you define and discuss the difference between sexual exploitation, abuse, and harassment? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to describe ethical principles relevant to RRT activities? |  |  |  |

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| **Session 7.5: Group Activity: Code of Conduct and PRSEAH** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 3.7: Group Activity: Administration considerations SOP** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 3.8: Introduction to RRT training** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about RRT training useful? |  |  |  |
| Can you explain the difference between training and readiness? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to identify the most appropriate training topics for an RRT in Rwanda? |  |  |  |
| How confident are you in your ability to identify the most appropriate training package/s relevant for the Rwandan RRTs? |  |  |  |

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| **Session 3.9: Group Activity: RRT training SOP development** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 4.1: RRT activation and pre-deployment** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about the RRT activation and pre-deployment phase useful? |  |  |  |
| Can you explain the RRT activation criteria? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to describe the RRT activation criteria and process to someone else? |  |  |  |
| How confident are you in your ability to explain the pre-deployment process to someone else? |  |  |  |

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| **Session 4.2: Group Activity: RRT activation and pre-deployment SOP** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 8.3: Conflict resolution** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about conflict resolution useful? |  |  |  |
| Can you explain the key steps for conflict resolution? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to manage conflicts in the workplace? |  |  |  |

**Where there any topics or concepts that you found difficult to understand?**

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**Please list three key takeaways from today’s training**

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**Please provide suggestions for how this day can be improved in future trainings.**

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**EVALUATION DAY 4 – Date**

*We value your honest feedback so we can continue to improve the training and ensure it is useful and relevant to the countries where it is rolled out.*

*We are asking for feedback on each session so we can identify areas that need strengthening. It should take no more than 10 minutes to complete.*

*We thank you for your time and patience in completing this questionnaire.*

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| **Session 8.4: Group activity: Mini-scenario conflict resolution** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 8.5: Communication** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about communication for RRTs useful? |  |  |  |
| Can you describe the characteristics of communication in emergencies and crises? |  |  |  |
| Can you explain the role of RRT management in communication? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to communicate as an RRT manager? |  |  |  |

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| **Session 4.3: RRT deployment** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about the RRT deployment phase useful? |  |  |  |
| Can you describe the RRT coordination during a response? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident do you feel in describing to someone else the components of a briefing for an RRT prior to deployment? |  |  |  |
| How confident are you in your ability to describe the RRT coordination in the field and with headquarters during a response to someone else? |  |  |  |
| How confident are you in your ability to explain the reporting requirements and monitoring of RRT activities during deployment? |  |  |  |

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| **Session 4.4: Group activity: RRT deployment SOP** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 4.5: RRT post deployment** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about the RRT post-deployment phase useful? |  |  |  |
| Can you describe the post-deployment process? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to describe the components of an RRT post-deployment debrief to someone else? |  |  |  |
| How confident are you in your ability to identify resources to support responder wellbeing post-deployment? |  |  |  |

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| **Session 7.1: Responder wellbeing** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about responder wellbeing useful? |  |  |  |
| Can you explain key occupational health and safety considerations for RRT members? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to describe key occupational health and safety considerations for RRT members in Rwanda? |  |  |  |

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| **Session 5.1, 5.2 & 5.3: M&E for RRTs** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about M&E for RRTs useful? |  |  |  |
| Can you explain the relevance of M&E for RRTs? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to describe the key features of RRT monitoring and evaluation? |  |  |  |
| How confident are you in your ability to identify M&E tools needed for ongoing monitoring and evaluation of an RRT? |  |  |  |
| How confident are you in explaining the link between RRT programs and global reporting requirements? |  |  |  |
| How confident are you in creating key performance indicators for an RRT? |  |  |  |

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| **Session 4.6: Group activity: RRT post deployment SOP** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 8.6: Advocacy for RRTs** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about advocacy for RRTs useful? |  |  |  |
| Can you explain the objective of advocacy in public health? |  |  |  |
| Can you describe the advocacy basics? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in your ability to advocate for the Rwandan RRT? |  |  |  |

**Where there any topics or concepts that you found difficult to understand?**

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**Please list three key takeaways from today’s training**

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**Please provide suggestions for how this day can be improved in future trainings.**

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**EVALUATION DAY 5 – Date**

*We value your honest feedback so we can continue to improve the training and ensure it is useful and relevant to the countries where it is rolled out.*

*We are asking for feedback on each session so we can identify areas that need strengthening. It should take no more than 10 minutes to complete.*

*We thank you for your time and patience in completing this questionnaire.*

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| **Session 8.7: Group Activity: Advocacy for RRT programme implementation** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 9.1 & 9.2: Change management and planning for RRT** | **No** | **Not sure** | **Yes** |
| Was the content presented in an engaging and interesting manner? |  |  |  |
| Did you find the information about change management for RRTs useful? |  |  |  |
| Did you find the information about planning for RRTs useful? |  |  |  |
| Can you describe the pathway for change in change management? |  |  |  |
| Can you describe the phases of RRT programming? |  |  |  |
| **Your confidence level** | **Not confident** | **A little confident** | **Very confident** |
| How confident are you in describing the main factors needed to implement a sustainable RRT program in Rwanda? |  |  |  |

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| **Session 9.3: Group activity: RRT programme workplan development** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 9.4: Group activity: Development of the RRT programme budget plan** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

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| **Session 9.5: Group activity: Next steps** | **No** | **Not sure** | **Yes** |
| Was the group activity useful? |  |  |  |
| Where the instructions for the group activity clear? |  |  |  |
| Was the facilitation of the activity effective? |  |  |  |
| Were the resources / materials provided during the activity useful? |  |  |  |

**Where there any topics or concepts that you found difficult to understand?**

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**Please list three key takeaways from today’s training**

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**Please provide suggestions for how this day can be improved in future trainings.**

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