**Rapid Response Teams Managers Workshop**

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**Venue, city, country, dates**

**Facilitation team preparatory meeting agenda**

**MORNING**

|  |  |  |
| --- | --- | --- |
| **Time** | **Item** | **Required** |
| **2-3h** | * Share with facilitation team members printed copies of the latest version of the agenda and facilitation team manual. * 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 04\_RRT\_MF2FW\_Opening\_session * Review the list of participants and decide how participants will be grouped throughout the workshop (complete list in Annex 1) | All |

**AFTERNOON**

|  |  |  |
| --- | --- | --- |
| **2h-3h** | * Review/finalize PPTs and other material, and send it to the facilitation team coordinator *(insert email address)* | All |

|  |  |
| --- | --- |
|  | Logistics:   * Review plenary room set-up (1 round table per group, 5-7 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 participants each) * Install secretary room near the plenary (laptop, printer, Internet) * Review the material/supply secured (RRT\_MF2FW\_material\_checklist) * Review/count/prepare printed material (RRT\_MF2FW\_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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | | **Profile** |
| **Group 1** | **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
|  |  |  |  |
| **Group 2** | **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
|  |  |  |  |
| **Group 3** | **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
|  |  |  |  |
| **Group 4** | **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |