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| Country logo/flag  **Facilitation team manual**  **Rapid Response Teams Training of Trainers** | ***Venue, country, dates*** |

*Important note for the facilitation team:*

*This facilitation team manual includes a detailed training session plan for a 5-day RRT Advanced Training Programme (RRT ATP). The manual was developed following the content of the 5-day RRT ATP standard agenda. If you do modify/adapt the agenda to your specific needs, please ensure that you modify/adapt the facilitation team manual accordingly.*

**1. TOT GOAL, OBJECTIVES AND TARGET**

**1.1 TOT goal**

The Rapid Response Teams Training of Trainers (RRT TOT) aims at enabling future training coordinators and facilitators to plan, organize, deliver and evaluate an Rapid Response Teams Advanced Training Programme (RRT ATP) tailored their country specific context and needs.

The RRT TOT is expected to be conducted once the content of the RRT ATP has been adapted to the countru context and needs.

**1.2 TOT operational objectives**

This TOT provides participants with the necessary knowledge and skills that will enable them to:

* Compose a facilitation team to deliver the RRT Advanced Training Package (RRT ATP)
* Facilitate practical sessions of RRT ATP according to their areas of expertise
* Set up rooms and spaces, prepare logistics, facilitate the RRT skills drill and provide constructive feedback to participants on their performance
* Evaluate the RRT ATP at satisfaction and learning levels
* Coordinate the implementation of RRT ATP including instructional, organizational, and logistic aspects.

**1.3 TOT target**

This TOT targets professionals having the responsibility of and qualifications for designing and delivering training geared to public health professionals in the areas of emergency preparedness and response. Requirements for future RRT ATP facilitators are the following:

**Education/qualifications:**

* Advanced university degree in their area of expertise (emergency coordination, epidemiology, surveillance, outbreak investigation, data management, infection prevention and control, laboratory, risk communication and community engagement, psychological support, logistics for health, occupational health safety, ethics, and prevention of sexual abuse).
* And/or: advanced university degree in the field of education, instructional design.
* Solid background in training delivery/facilitation using adult learning methodologies.
* Desired: RRT Training of Trainers certificate of completion.

**Skills:**

* Technical expertise in at least one of the specific areas above listed
* Capacity to work collaboratively with team members to achieve results
* Capacity to relate and work well with people of different cultures, gender, and background
* Excellent communication skills: speaks clearly, adapting communication style and content to the audience; ensures messages have been heard and understood
* Proven facilitation skills, including capacity to engage and motivate a group of participants through adult learning techniques
* Capacity to use and accept constructive criticism to improve performance/learn from experience
* Excellent organizational skills.

**Experience:**

* Consolidated experience (3 to 5 years) in a technical function/position related to the specific area of expertise
* Consolidated experience in delivering and/or coordinating RRT training using adult learning methodologies.
* Consolidated experience in a technical function/position related to the specific area of expertise
* Field experience in outbreak management
* Participated to RRT training as trainee.

**Other requirements:**

* Computer skills (Word, Excel, and PowerPoint)
* Access to a computer and to the Internet
* Language requirements: speaking and writing English, working level.

**2. TOT AGENDA** *(latest version of the agenda to be inserted here)*



**3. TOT FACILITATION TEAM**

**3.1 Key roles of the TOT facilitation team (a person may play more than one role in the team)**

**TOT coordinator (TC)** is responsible to lead the overall implementation of the training. TC’s main tasks will be to:

* Ensure communication with and within the facilitation team (meetings, discussions, e-mails).
* Ensure that all the aspects of the TOT (pedagogical, administrative, and logistic) are properly implemented.
* Validate modifications to the agenda/programme upon discussion. Keep all the team updated on latest modifications adopted.

**Lead facilitator/moderator** **(LF)** is responsible to ensure the overall facilitation and smooth flow of the TOT, creating a conductive learning environment. LF’s main tasks will be to:

* Ensure time keeping.
* Moderate discussions and ensure they remain within the frame of the topic. Otherwise, intervene as necessary.
* Assist SME in organizing group work, in conducting debriefings and session summary as necessary.
* Ensure that participants’ questions and concerns are responded to by the relevant facilitators.
* Provide instructions for evaluation and ensure evaluation is completed by all participants.

**Team coach**: a team coach will be assigned to each RRT and will follow the RRT throughout the course. The main tasks of the team coach will be to:

* Ensure that the team she/he has been assigned to understands well the various topics. This person will provide to her/his team guidance and clarifications as needed during the technical sessions/group work/exercises.

**Team evaluator:** a team evaluator will be assigned to each RRT. The main task of team evaluators will be to:

* Evaluate to what extent these outputs have been achieved and knowledge, skills and behaviors demonstrated by each team, using session evaluation grids.

**Role player:** all the facilitation team members may be required to play different “roles” during the scenario-based skills-drill. Role players will:

* Play their roles according to specific scripts and guidance provided by the Exercise controller.

**Logistics assistant (LA):** is the right hand of TOT coordinator. The LA is tasked to assist the facilitation team before and during the training on organizational, logistic, and technological issues. The key tasks of the LA will be the following:

* Install and test the IT equipment/material.
* Set-up training rooms throughout the course.
* Supervise all technological aspects (Internet/sound/video) in collaboration with the assigned person at the training venue.
* Purchase and double-check all the material/equipment needed for the training.

**Administrative assistant (AA)** is responsible to provide administrative and organizational support to participants and the facilitation team throughout the course. AA’s main areas of support will be:

* Registration and daily presence of participants.
* Issues/questions regarding travel arrangements, accommodation, and allowances.
* Print-out of documents.
* Type/enter evaluation data.

**3.2 TOT facilitation team roles**

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| **Role/task** | **Name** | **Comment** | **WhatsApp number** |
| TOT coordinator |  |  |  |
| Lead facilitator/moderator/timekeeper |  |  |  |
| Evaluation |  | Develop/finalize online evaluation questionnaires, attribute ID, compile data |  |
| Note taking |  | Taking notes during daily facilitators meeting on TOT facilitators' journal |  |
| Documenting/providing feedback and suggestions | All | On TOT facilitators' journal |  |
| Taking and sharing pictures/videos | All | To be uploaded to shared folder |  |
| Logistics support to TOT | WHO CO |  |  |
| Admin support to TOT | WHO CO |  |  |

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| **SKILLS DRILL** | | | |
| Skills drill logistics and room set up |  | Setting up rooms, spaces and equipment needed in advance of each skills drill session |  |
| Team coach 1 |  | Accompany teams throughout the skills drill, clarifying instructions as needed, guiding them through role plays, managing time |  |
| Team coach 2 |  |  |
| Team coach 3 |  |  |
| Team coach 4 |  |  |
| Team evaluator 1 |  | Evaluate teams’ performances throughout the skills drill, using session evaluation grids |  |
| Team evaluator 2 |  |  |
| Team evaluator 3 |  |  |
| Team evaluator 4 |  |  |
| C1 Hospital Manager – Karan Hospital |  | Phone call |  |
| C1 Head of the CDD at Karan province | NA | Email (printed) |  |
| C1 HCDD at district level |  | Phone call |  |
| Head of the CDD at Karan province | NA | WhatsApp message (printed) |  |
| Ministry of Environment and Water Resources | NA | Fax (printed) |  |
| C2 Hospital Manager – Karan Hospital |  | Role play |  |
| C2 Secretary to Hospital Manager (optional) |  | Role play |  |
| C2 Medical doctor, Dr Ali |  | Role play |  |
| C2 Nurse (optional) |  | Role play |  |
| C3 Patient (Laila Samy) 1 |  | Role play |  |
| C3 Patient (Laila Samy) 2 |  | Role play |  |
| C4 Community Leader |  | Role play |  |
| C4 Community Elder |  | Role play |  |
| C5 Mrs. Fatma (Laila’s mother-in-law) |  | Role play |  |
| C5 Nelly (Mrs. Fatma’s daughter) |  | Role play |  |
| C5 Neighbor |  | Role play |  |
| C5 Community member 1 |  | Role play |  |
| C5 Community member 2 |  | Role play |  |
| C6 Laboratory – Results for Laila Samy | NA | Fax (printed) |  |
| C6 Ministry of Environment and Water Resources | NA | Fax (printed) |  |

**4. PRE-TOT ACTIVITIES**

**4.1 For TOT participants**

To get prepared and fully benefit from the TOT, participants should complete the pre-course activities listed below prior to the beginning of the training:

**A. Complete the** [**Rapid Response Teams Essentials Online Course**](https://extranet.who.int/hslp/training/course/view.php?id=385)

**B. Carefully go through the content of the Rapid Response Teams Advanced Training Package (RRT ATP), preferably the version of the package that has been adapted to the country context:**

Recommended 5-day RRT Advanced Training Package, and/or:

0. Facilitation team guidance

1. Block A: RRT in context

2. Block B: Technical modules

3. Block C: RRT skills drill

4. Block D: Evaluation and way forward

The content of the standard/global Rapid Response Teams Advanced Training Package as listed above is available on the WHO Health Security Learning Platform: <https://extranet.who.int/hslp/content/all-hazard-rrt-training-package-version-20>

**4.2 For TOT facilitators**

Prior to the start of the TOT, each member of the TOT facilitation team is expected to become familiar with the RRT Training Implementation package, and more specifically:

**A. Complete the** [**Rapid Response Teams Essentials Online Course**](https://extranet.who.int/hslp/training/course/view.php?id=385)

**B. Carefully go through the content of the Rapid Response Teams Advanced Training Package (preferably the version of the package that has been adapted to the country context):**

Recommended 5-day RRT Advanced Training Package, and/or:

0. Facilitation team guidance

1. Block A: RRT in context

2. Block B: Technical modules

3. Block C: RRT skills drill

4. Block D: Evaluation and way forward

The content of the standard/global Rapid Response Teams Advanced Training Package is available on the WHO Health Security Learning Platform: <https://extranet.who.int/hslp/content/all-hazard-rrt-training-package-version-20>

**C. Review the content of the RRT Training of Trainers Package, including:**

0. TOT facilitation team guidance

1. TOT content

2. TOT toolbox

3. TOT evaluation

The content of the Rapid Response Teams Training of Trainers Package is available on the Health Security Learning Platform: <https://extranet.who.int/hslp/content/training-trainers-rapid-response-teams-training>

**5. TOT SESSION PLAN**

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| **DAY 1** |

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| **08:30 - 09:00** | **REGISTRATION** | **Responsible** | **Material/logistics needed** |
|  | * Participants register and are given their folders | AA | * X copies of participant folders, name badges, nameplates |

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| **09:00 – 10:00** | **OPENING SESSION** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Opening remarks by officials, followed by introductions and presentation of training objectives and content, and group photo |  |  |
| **Description** | * Welcome by MOH and WHO CO representatives * Introductions * Describe the structure and content of the TOT * Present the agenda and training flow * Identify volunteers for daily tasks * Introduce ground rules and housekeeping information * Assigning responsibilities to participants for the week (wrap-up of previous day, daily evaluations) * Group photo | MOH, WHO CO  TC  AA | * PPT 0\_RRT\_TOT\_opening\_V1\_Jan\_2023\_en * Plenary room, laptop, projector, microphones   **Room setting:**   * Plenary room, 1 table per team |

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| **MODULE 1: RRTs IN CONTEXT** |

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| **10:00 – 10:30** | **1.1 RRT establishment and management in country** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | * Instructor-led interactive presentation on RRT Establishment in [country] and group photo |  |  |
| **Description** | * Explain how RRTs are established within [country]’s national health emergency preparedness and response infrastructure * Explain how RRTs at the various levels of the system are activated * Describe what has been done in country to strengthen RRT capacity | MOH, WHO CO  TC  AA | * PPT 1\_RRT\_TOT\_module\_1\_V1\_Jan\_2023\_en * Plenary room, laptop, projector, microphones   **Room setting:**   * Plenary room, 1 table per team |

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| ***10:30 – 11:00 Tea break*** |

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| **11:00 – 12:00** | **1.2 RRTs mandate, roles, knowledge, and skills** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Instructor-led interactive presentation, including Q/A session |  | * PPT 1\_RRT\_TOT\_module\_1\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Recall the mandate of an RRT, its characteristics * Recall the how an RRT may be composed * Describe the skills and competencies needed by RRTs |

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| **MODULE 2: INTRODUCING THE RRT ATP** |

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| **12:00 – 12:30** | **2.1 Overview of RRT TIP & Introduction to RRT TP** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Instructor-led presentation, including Q/A session | MOH | * PPT 2\_RRT\_TOT\_module\_2\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Explain how the WHO Rapid Response Teams Training Programme (RRT TP) is structured and describe its components * Highlight the interest and added value of the RRT TP * Situate where we are in the RRT TP implementation process, and which are the next steps * Explain the objectives, agenda, and content of the RRT Advanced Training Package |

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| ***12:30 – 13:30 Lunch break*** |

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| **13:30-15:30** | **2.2 IPC skills stations: Demonstration and practice** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | **The group is divided into 4 groups:**   * Groups 1 and 2 start by the PPE skills station * Group 3 starts by the chlorine station * Group 4 starts by the hand hygiene station   **Skills stations held by a facilitator:**   * PPE: NAME (40’) * Chlorine: NAME (20’) * Hand hygiene: NAME (20’)   **Practice (1h20):**  The 4 groups will rotate, in such a way that they all go through the 3 skills stations:   * G1 and G2 will do the PPE skills stations together, then G1 will move to chlorine, and G2 to hand hygiene, then G1 and G2 will switch stations. * G3 and G4 will do the PPE skills stations together, then G3 will move to chlorine, and G3 to hand hygiene, then G3 and G3 will switch stations.   **Debriefing (10’)**   * Plenary discussion: what are the rooms/spaces, and materials needed to facilitate the IPC skills stations? * Presentation of facilitation tips and logistic needs for each skills station | Volunteers/  assigned participants | * PPT 2\_RRT\_TOT\_module\_2\_V1\_Jan\_2023\_en   Materials for:   * 1. Practicing hand hygiene * 2. Preparing chlorine * 3. Donning and doffing PPE * Posters for each skills station |
| **Learning objectives** | Facilitate 3 IPC skills stations, including:   * How and when to practice hand hygiene * How to prepare and use mild and strong chlorine solution * How to don and doff enhanced PPE. |

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| **15:30-16:30** | **2.3 Key roles on the RRT ATP facilitation teams** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Tutor-led interactive presentation (15’) and group work (45’)  **Group work:**   * The group will be divided into 4 subgroups or facilitation teams ensuring that a maximum of the required areas of expertise are present in each team. * Each group should select/assign a person, having a computer, who will be responsible to enter the data gathered during group work throughout the TOT. * Facilitators will support the teams, see next slide.   **Instructions:**   1. Each team will discuss and agree on who will play what role in the RRT ATP facilitation team, based on team member’s areas of expertise. 2. List of members including their roles and areas of expertise will be entered (electronically) on a Facilitation team composition template (tool 1, RRT\_TOT\_tool\_1\_RRT\_ATP\_roles\_facilitation\_team\_220701\_en.xlsx). 3. Each team will present in plenary their composition and highlight any challenges they anticipate they may face with regards to team composition, areas of expertise, etc. |  | * PPT 2\_RRT\_TOT\_module\_2\_V1\_Jan\_2023\_en * Tool 1: RRT ATP Facilitation team composition   Team facilitators:   * Team 1: * Team 2: * Team 3: * Team 4: |
| **Learning objectives** | * List and explain the key roles for a Rapid Response Teams Advanced Training Package (RRT ATP) facilitation team * Describe the areas of expertise needed in a Rapid Response Teams Advanced Training Package (RRT ATP) facilitation team |  |

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| **16:30-17:30** | **2.4 Teambuilding activity: team logos** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | **Instructions:**   * Select a name for your team (40’). * Develop a graphic logo that will portray who/what they are to the rest of the participants. * Draw a large version on a flipchart for the group to see. * After completing the logo, develop a slogan with twelve words or less that explains your team logo and creates an identity for the group. * Present and explain what the logo and slogan mean/ represent. (20’) |  | * PPT 2\_RRT\_TOT\_module\_2\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Foster team identity and group cohesion |

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| **17:30-17:45** | **EVALUATION DAY 1** |  |  |
|  | Explain the purpose of the daily evaluation.  Ask groups to list in post-it papers:   * 3 strong points of the day * 3 points that need improvement | Assigned participants | * RRT\_TOT\_daily\_evaluation\_V1\_Jan\_2023\_en * Large size post-it of 2 colors. |

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| **DAY 2** |

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| **08:30-09:00** | **WRAP UP PREVIOUS DAY** | **Responsible** | **Material/logistics needed** |
| **Description** | * Key learning messages of previous day to be summarized * Feedback on evaluation of previous day * Pen-drives with RRT ATP content adapted to country context to be given to all future RRT trainers. | Assigned participants  Facilitators |  |

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| **MODULE 3: PRACTICING THE RRT SKILLS DRILL** |

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| **09:00-10:00** | **3.1 Overview of the RRT skills drill – Facilitator hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Instructor-led interactive presentation, Q/A session, including:   * Purpose and features of the RRT drill * Country context * Key events in the story * Roles of the facilitation team in RRT drill * RRT drill agenda and RRT training agenda * Material and equipment needed for RRT drill * Milestones for facilitating the RRT drill |  | * PPT3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Explain the purpose and features of the RRT drill * Identify key events in the scenario * Explain the different roles of the facilitation team in RRT drill * Identify logistic requirements for RRT drill * Explain the sequence for facilitating the RRT drill |

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| **10:00-10:30** | **C0 Introduction to the RRT skills drill** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | **Participant hat**  Instructor-led presentation including:   * Explain the learning objectives of the skills drill indicate names of coaches and evaluators for each team, explain their roles * Read aloud with participants the key information about the country context * Briefly explain to participants the key information about the country context * Display the animated PPT: C1.5\_Country\_context   **Facilitator hat**   * Review with participants how to prepare for this session, how to facilitate it, what is the detailed schedule |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C0 * Country context printed out to be distributed to participants the day before launching the skills drill * Skills drill detailed schedule printed out for team coaches |
| **Learning objectives** | * Introduce the RRT skills drill to national facilitators from a participant perspective * Review the introduction to the skills drill from a facilitator perspective, including how to prepare for and to facilitate this session |

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| ***10:30-******11:00 Tea break*** |

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| **11:00-12:30** | **C1 RRT Activated – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | **Facilitation:**   * Distribute session instructions and annexes * Read aloud with participants the key information about this session * Highlight what are the expected outputs for this session * Indicate which output is assigned to each team, and how they are expected to present them * Ensure that everyone has understood the tasks * Indicate how much time is given to complete the outputs. |  | * PPT \_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en,, session C1 |
| **Learning objectives** | * Complete session C1 from a participant perspective |

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| ***12:30 – 13:30 Lunch break*** |

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| **13:30-14:30** | **C1 debriefing – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Ask one team to present an output, the others to complement and/or comment * Present the debriefing slides * Respond to questions if any |  | * PPT \_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C1 |
| **Learning objectives** | * Debrief session C1 from a participant perspective |

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| **14:30-15:00** | **C1 RRT activated – Facilitator hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Review:   * How to prepare for session C1 (room setting, logistics, role plays) * Steps to facilitate session C1 * Detailed timeline for session C1 |  | * PPT \_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C1 |
| **Learning objectives** | * Explain how session C1 is run from a facilitator perspective |

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| **15:00-16:30** | **C2 At Karan hospital: interview with medical staff – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Distribute session instructions and annexes * Read aloud with participants the key information about this session * Highlight what are the expected outputs for this session and how teams are expected to present them * Ensure that everyone has understood the tasks * Indicate how much time is given to the session, the breakdown * Team coaches accompany their teams to each interview, manage time, and teams rotate according to the skills drill detailed schedule * Teams get back to the plenary room to complete the outputs. |  | * PPT \_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C2 |
| **Learning objectives** | * Complete session C2 from a participant perspective |

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| **16:30-17:00** | **C2 debriefing– Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Ask one team to present an output, the others to complement and/or comment * Present the debriefing slides * Respond to questions if any |  | * PPT \_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C2 |
| **Learning objectives** | * Debrief session C2 from a participant perspective |

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| **17:00-17:30** | **C2 At Karan hospital: interview with medical staff – Facilitator hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Review:   * How to prepare for session C2 (room setting, logistics, role plays) * Steps to facilitate session C2 * Detailed timeline for session C2 |  | * PPT \_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C2 |
| **Learning objectives** | * Explain how session C2 is run from a facilitator perspective |

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| **17:30-17:45** | **EVALUATION DAY 2** |  |  |
|  | Explain the purpose of the daily evaluation.  Ask groups to list in post-it papers:   * 3 strong points of the day * 3 points that need improvement. * What they think they will apply when facilitating RRT ATP | Assigned participants | * Large size post-it of 2 colors. * RRT\_TOT\_daily\_evaluation\_V1\_Jan\_2023\_en |

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| **DAY 3** |

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| **08:30-09:00** | **WRAP UP PREVIOUS DAY** | **Responsible** | **Material/logistics needed** |
| **Description** | * Key learning messages of previous day to be summarized * Feedback on evaluation of previous day | Assigned participants  Facilitators |  |

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| **09:00-10:30** | **Session C3 At Karan hospital: interview with patient and sample collection – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Distribute session instructions and annexes * Read aloud with participants the key information about this session * Highlight what are the expected outputs for this session and how teams are expected to present them * Ensure that everyone has understood the tasks * Indicate how much time is given to the session, the breakdown * Team coaches accompany their teams to patient interview and sample collection manage time, and teams rotate according to the skills drill detailed schedule * Teams get back to the plenary room to complete the outputs. |  | * PPT3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C3 * Tool 5: Facilitation evaluation grid |
| **Learning objectives** | * Complete session C3 from a participant perspective |

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| ***10:30 – 11:00 Tea break*** |

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| **11:00-11:30** | **Session C3 debriefing – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Ask one team to present an output, the others to complement and/or comment * Present the debriefing slides * Respond to questions if any |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C3 * Tool 4: RRT\_TOT\_tool\_4\_facilitation\_evaluation\_grid\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Debrief session C3 from a participant perspective |

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| **11:30-12:30** | **Session C4 Community engagement – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Distribute session instructions and annexes * Read aloud with participants the key information about this session * Highlight what are the expected outputs for this session and how teams are expected to present them * Ensure that everyone has understood the tasks * Indicate how much time is given to the session, the breakdown * Team coaches accompany their teams to the role play area, manage time * Teams get back to the plenary room to complete the outputs. |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C4 |
| **Learning objectives** | * Complete session C4 from a participant perspective |

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| **13:30-14:00** | **Session C4 debriefing – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Ask one team to present an output, the others to complement and/or comment * Present the debriefing slides * Respond to questions if any |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C4 |
| **Learning objectives** | * Debrief session C4 from a participant perspective |

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| **14:00-14:30** | **C3 At Karan hospital: interview with patient – Facilitator hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Review:   * How to prepare for session C3 (room setting, logistics, role plays) * Steps to facilitate session C3 * Detailed timeline for session C3 |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C3 |
| **Learning objectives** | * Explain how session C3 is run from a facilitator perspective |

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| **14:30-15:00** | **C4 At Community engagement – Facilitator hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Review:   * How to prepare for session C4 (room setting, logistics, role plays) * Steps to facilitate session C4 * Detailed timeline for session C4 |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C4 |
| **Learning objectives** | * Explain how session C4 is run from a facilitator perspective |

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| **15:00-16:30** | **Session C5 Active case finding and contact tracing – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Distribute session instructions and annexes * Read aloud with participants the key information about this session * Highlight what are the expected outputs for this session and how teams are expected to present them * Ensure that everyone has understood the tasks * Indicate how much time is given to the session, the breakdown * Team coaches accompany their teams to community interviews and manage time, and teams rotate according to the skills drill detailed schedule * Teams get back to the plenary room to complete the outputs. |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C5 |
| **Learning objectives** | * Complete session C5 from a participant perspective |

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| **16:30-17:00** | **Session C5 debriefing – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Ask one team to present an output, the others to complement and/or comment * Present the debriefing slides * Respond to questions if any |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C5 |
| **Learning objectives** | * Debrief session C5 from a participant perspective |

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| **17:00-17:30** | **C5 Active case finding and contact tracing – Facilitator hat & Introduction to session C6** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Review:   * How to prepare for session C5 (room setting, logistics, role plays) * Steps to facilitate session C5 * Detailed timeline for session C5 |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C5 &C6 |
| **Learning objectives** | * Explain how session C5 is run from a facilitator perspective * Introduce the session C6 |

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| **17:30-17:45** | **EVALUATION DAY 3** | **Responsible** | **Material/logistics needed** |
|  | Explain the purpose of the daily evaluation.  Ask groups to list in post-it papers:   * 3 strong points of the day * 3 points that need improvement. * What they think they will apply when facilitating RRT ATP | Assigned participants | * Large size post-it of 2 colors. * RRT\_TOT\_daily\_evaluation\_V1\_Jan\_2023\_en |

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| **DAY 4** |

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| **08:30-09:00** | **WRAP UP PREVIOUS DAY** | **Responsible** | **Material/logistics needed** |
| **Description** | * Key learning messages of previous day to be summarized * Feedback on evaluation of previous day | Assigned participants  Facilitators |  |

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| **09:00-11:00** | **Session C6 Investigation report – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Distribute session instructions and annexes * Read aloud with participants the key information about this session * Highlight what are the expected outputs for this session and how teams are expected to present them * Ensure that everyone has understood the tasks * Indicate how much time is given to the session, the breakdown * Team coaches remain with their teams to respond to clarify instructions, respond to questions if needed |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C6 |
| **Learning objectives** | * Complete session C6 from a participant perspective (**WORKING TEA)** |

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| **11:00-12:00** | **Session C6 Teams presentations and feedback in plenary – Participant hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | * Each team will present their reports, 10’ maximum * Other teams and facilitators will provide constructive feedback and comments * Present the debriefing slides * Respond to questions if any |  | * PPT 3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C6 |
| **Learning objectives** | * Complete session C6 from a participant perspective |

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| **12:00-12:30** | **C6 Investigation report – Facilitator hat** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Review:   * How to prepare for session C6 (room setting, logistics, role plays) * Steps to facilitate session C6 * Detailed timeline for session C6 |  | * PPT3\_RRT\_TOT\_module\_3\_V1\_Jan\_2023\_en, session C6 |
| **Learning objectives** | * Explain how session C6 is run from a facilitator perspective |

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| ***12:30 – 13:30 Lunch break*** |

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| **MODULE 4: READY TO FACILITATE THE RRT ATP** |

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| **13:30-14:00** | **4.1 Evaluating the RRT ATP** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Instructor-led interactive presentation with Q/A session, including:   * Why to evaluate RRT ATP * What, how and when to evaluate the RRT ATP * How to use evaluation results |  | * PPT 4\_RRT\_TOT\_module\_4\_V1\_Jan\_2023\_en, session 4.1 |
| **Learning objectives** | * Evaluate RRT ATP participant satisfaction and leaning |  |  |

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| **14:00-16:00** | **4.2 Facilitation team preparatory meeting** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | **Instructions:**   * The facilitation teams will hold their preparatory meeting to ensure they are ready to facilitate the RRT ATP. * The meeting will be chaired by the facilitation team coordinator. * The team will use the RRT ATP facilitation team preparatory meeting agenda as a guide to review all important points to be addressed (RRT\_TOT\_tool\_6\_RRT\_ATP\_facilitators\_preparatory\_meeting\_agenda\_220701\_en.docx)   **Expected outcomes:**  Roles   * The composition of the team is finalized ( RRT\_TOT\_tool\_1\_RRT\_ATP\_standard\_agenda\_V1\_Jan\_2023\_en tab 1 completed) * Team coach and actor roles for the skills drill are assigned ((RRT\_TOT\_tool\_1\_RRT\_ATP\_roles\_facilitation\_team\_220701\_en.xlsx, Roles sheet completed)   Agenda   * RRT ATP agenda is finalized, all sessions are assigned to facilitators according to their areas of expertise * Chairperson and time keeping roles are assigned * Officials for the opening session (MOH/WHO) are identified   Training content   * The presentation introducing the RRT ATP (0.2\_RRT\_training\_intro\_220206\_en.pptx) is completed/updated * All the presentations for the technical sessions are finalized and were sent to the facilitation team coordinator * The training materials are organized in folders per day, copied on the laptop to be used during RRT ATP * The pre-post test questions are selected/finalized (2 per module/session, to be selected from the question bank: RRT\_TOT\_tool\_3\_RRT\_ATP\_pre-post-test\_question\_bank\_V1\_Jan\_2023\_en)   Equipment and logistics  Use the RRT ATP material and equipment checklist and ensure that: ( RRT\_TOT\_tool\_2\_RRT\_ATP\_material\_equipment\_checklist\_V1\_Jan\_2023\_en)   * All items needed are available (check quality, quantities) including office supplies, PPE, medical supplies, laboratory sets * The number of copies/printouts needed are available, and printouts have been organized per day * Participant folders are prepared (agenda, information circular, participant handouts) * The training room is sat up according to the group to be trained, with office supplies as needed (flipcharts, markers, notebooks, pen, post-il, etc.) * The projector, sound system, Internet connection are available on the training room and have been tested successfully. |  | * PPT 4\_RRT\_TOT\_module\_4\_V1\_Jan\_2023\_en, session 4.2 * Tool 1: RRT ATP Facilitation team composition: RRT\_TOT\_tool\_1\_RRT\_ATP\_standard\_agenda\_V1\_Jan\_2023\_en * Tool 2: RRT ATP material and equipment checklist: RRT\_TOT\_tool\_2\_RRT\_ATP\_material\_equipment\_checklist\_V1\_Jan\_2023\_en * Tool 5: RRT ATP facilitation team preparatory meeting agenda: RRT\_TOT\_tool\_5\_RRT\_ATP\_facilitation\_team\_prep\_meeting\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Prepare to facilitate the RRT ATP |  |  |

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| **16:00-16:30** | **FINAL EVALUATION AND CLOSING** | **Responsible** | **Material/logistics needed** |
| **Description** | * Introduction of the session (5’) * Participants to complete individually the Final Evaluation questionnaire (25’) * Closing remarks. * Certificates of attendance to be given to participants. |  | Link to online evaluation form |

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