Material, Time, and Resources

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Section A

Training Logistics
If trainees are to attend and stay involved in the program

- *The setting, timing, cost and other logistics must be convenient and affordable*

The importance of having a training committee is to involve the trainees in decisions
Places such as town halls, local schools, markets, churches, mosques, and temples can often be used with appropriate permission obtained.
Where, When, and How Much

Timing needs to take into account the work cycle of the trainees

Residential training is expensive, although it can prevent distraction

People gather at market on certain days of the week; training can coincide with market days to be more convenient
The village health workers (VHWs) in Idere set their own training schedule—this fit into their normal work routine.

These arrangements did not incur any extra costs to the participants—and few for the trainers.

Photo by John Oribhaborise
As farmers, they agreed that sessions must be held on weekends—this fit into their own lifestyles.

Usually, people in the satellite farm villages come to town on weekends to visit family, attend church or mosque, take part in festivals and ceremonies or attend club meetings.

A local primary school was identified as a venue.
It was also found that most people attend the local 5-day farm markets.

Therefore, some sessions were held at the market or a nearby school after most business was finished.

Continued
By **not** holding a residential course far from the trainees’ homes:

- *It was possible to ask the trainees to practice their new skills in the village each week in between training sessions*
The budget should include the cost of initial training session plus follow-up activities such as refresher courses, evaluation, and supervisory field visits.

Time is needed from when the money is requested until it is in hand, so plan the budget well in advance.

About 10% of the total budget will be needed for training of trainers/facilitators before the workshop/course starts.
A Budget Checklist

Classroom facilities—rent, cleaning, repair

Classroom equipment—chairs, tables, chalkboard, copy machine, projectors, etc.

Classroom supplies—pens, pencils, paper, etc.

Teaching aids—manuals, posters, charts, slides, overhead transparencies, films, real objects for demonstrations, role plays, etc.

Travel—for trainers/trainees to training site
A Budget Checklist

**Travel**—during the training between venue and accommodations, for field trips

**Per diem**—for trainees and trainers

**Honoraria**—for some resource people

**Communication**—phone, courier, etc., for contact before, during, and after

**Contingencies**
Sources of Funding for Training

Grants
- Specialized research or donor programs may provide funds for training

Tuition
- Regular, ongoing continuing education courses charge fees

A foundation provided funds to train community leaders in adolescent reproductive health education
Internal funds

- *In-service training fund can be part of an agency’s recurrent annual budget*

Donations

- *As with the PMVs in Igbo-Ora, the association and members donated funds for handouts, refreshments*

A combination of the above sources
One needs to prepare the trainers for their roles

This is known as “training of trainers” (TOT)

TOT prepares people to extend the knowledge out to many sites
TOT helps prepare trainers in three broad competency areas

- Participatory adult learning/teaching principles, approaches, and methods
- The basic content of the particular workshop/course topic
- The process of organizing a workshop including scheduling and logistics
Section B

Matching Materials with Methods
Each Training Method Implies Resources

Each method chosen has implications for resources needed including:

- Personnel
- Time
- Supplies, materials, and equipment
- Logistical support and funds

This is further influenced by the number of trainees invited.
What Is Needed for a Demonstration

Demonstrations show trainees how to perform a skill

All materials, supplies, and equipment needed to perform that skill must be present

If a demonstration is to be effective, there must be a return demonstration

Adequate supplies and equipment must be available so that trainees can practice the skill after the initial demonstration
To demonstrate to village health workers how to filter water to prevent guinea worm, one needs:

- *Buckets of water*
- *Cloth filters*
- *Water pots*

Adequate materials must be assembled well in advance.
A role play is not like a drama

- There is no formal script
- But there needs to be a scenario that describes the players and the situation

Role plays may need some props

- If the play is about the human relations between a nurse and her patients,
- May need a stethoscope, clipboard, etc.
 Costs for Each Method

Costs may be incurred for each method, although one can often borrow props and materials.

The role play scenario may require:
- *A flipchart page for display issues*
- *Purchase of props*

One may need to buy salt and sugar in order to demonstrate oral rehydration therapy.
Active learning methods usually take more time than lectures and discussions

Photo by Olalekan Azeez
During TOT, participants can try out role plays and demonstrations to estimate how long these will take in the main training.

Trainers themselves can practice the exercises and time themselves.
Role Play on Prompt Treatment

Schoolchildren are being trained on how to recognize and respond to fever in their younger siblings.

The teacher assembles:
- *Sample medicines*
- *Cloth, water for sponging*
- *Even brings her own child to school that day*
Checklist for Supplies for Each Trainee at the Start

- Name tags and holders
- File folders
- Paper and/or notebooks
- Pens, pencils, erasers, rulers
- Copies of the schedule/program
- Information sheet about the area—places to eat, visit, etc.
To maintain the training secretariat

- Highlighters
- Stapling machines
- Staples
- Paper clips
- Scissors
- Calculators
- Rubber bands
- Cello/scotch tape rolls
- Masking tape
- Pencil sharpeners
- Staple removers
- Large envelopes
- File folders
## Checklist for Educational Materials

- Posters and other visual aids
- Real life demonstration materials
- Scenarios for role plays, case studies, etc.
- Handouts, readings and job aids
- Equipment like video, tape recorder
- Chalk and markers
- Chalkboard, flipchart paper, and stands
Section C

Developing and Using Educational Materials/Aids
Educational materials/aids support training methods, but generally are not methods themselves.

An exception may be a reading packet that supplements formal sessions and allows self-study.

Educational materials support the learning process and provide tangible take-home reminders.

Courtesy of USAID, The BASICS
Fables and stories are important indigenous learning methods.

The tortoise and the elephant illustrate this premise.

Illustration by Emmanuel Ogunniran
Not only are stories, fables, poems and proverbs useful for training people with low literacy skills …
... These educational aids model how the community and volunteer health workers can in turn educate people back home in the village.
Gani and Taofiq had adjoining farms

Gani used to carry a small jug of water from his well to the farm

Taofiq said, “Why bother with the extra load? There is a nice cool pond under the trees between our farms.”
Taofiq drank the pond water each day

A year later, Gani didn’t see Taofiq out in the fields

He found him under a tree suffering from guinea worm

Pictures and posters complement a story; questions and discussion must follow
Locally produced materials save time and money, **and** they can reflect local settings and culture.

Simple handouts can be taken home by trainees to help them remember tasks.

*Village representatives/reporters should find their guinea worm programme worker at market and report any new cases of guinea worm.*
Trainees Can Be Involved in Designing Materials

High school students who had been chosen as peer educators created a story; they help draft pictures to match the story.

An artist finalized the pictures.

Drawing by Desmond Ajoko
Materials Should Be Pre-Tested

Ask people what they see in a poster or flipchart page – for example

- Are the colors acceptable?
- Is it clear what the person in the picture is doing?
- Do they like the way she is dressed?

Print materials can be expensive, and testing helps prevent waste.

Illustration courtesy of The Carter Center