

**Ministry of Health & Population - Egypt
Central Administration
for Technical Support and Projects
Health Sector Reform Programme**

**Monitoring and Evaluation System
TOT WORKSHOP**

18 - 29 May, 2003

Purpose

To create a cadre of qualified trainers at the central level so that they can train others on different components of the established M&E System. This, in addition to other measures, will help to maintain the M&E System and assure its continuity.

OBJECTIVES

By the end of this training course, each participant will be able to:

1. Apply the concept of “participatory training approach” and work as a team to coordinate all the components of the training program.
2. Discuss training needs assessment as a first step to conduct training and different methods used to assess the needs.
3. State properly and completely, based on a training needs assessment, the training goal and training objectives for a training program.
4. Discuss the rules that must be followed to develop a training schedule and define the training content that achieve the training objectives.
5. Discuss adult learning principles and the commonly used training methods that can be used with adults.

6. Define the steps to conduct a presentation and the skills needed to implement these steps including how to prepare the lesson plan.
7. Discuss the importance of the facilitation skills that should be used by the facilitator who is applying the adult learning principles.
8. Identify the audio-visual training aids that commonly used in training and the role of these A/V aids in the success of the training programs.
9. Discuss the concept of evaluation as one of the key elements of the training process, and the positive impact of the evaluation on the success of the training programs.

10. Define the theoretical framework of the “new” monitoring system
11. Explain the newly developed indicators, tools and procedures
12. Use the newly developed indicators in practice (data collection, calculation of the indicators, use of the forms, and guidelines etc.) and the proposed data flow
13. Describe how to use (data entry) the soft-ware package to get the indicators
14. Interpret the indicators in various circumstances.
15. Demonstrate competency to produce evidence for decision making on the basis of the Monitoring and Evaluation System.
16. Appreciate the importance of using the newly developed Monitoring and Evaluation System for the Health Sector Reform Project.

TOPICS

1. Participatory training approach
2. Training needs assessment
3. Training objectives
4. Training Schedule
5. Training content
6. Adult Learning Principles
7. Training Methodology
8. Presentation Skills
9. Lesson Plan

10. Facilitation Skills
11. Training Audio-Visual Aid.
12. Training Evaluation
13. Advocacy
14. Theoretical Framework Of The New System
15. Newly Developed Indicators, Tools & Procedures
16. Use In Practice
17. How To Use The Soft-Ware
18. How To Interpret The Indicators

Trainers:

TSO M&E core team – central level and other trainers from TSO

Participants:

- Average of 20 participants:
- Selected members TST (M&E, IT, MIS)
- FHF (M&E, IT, MIS)
- TSO core team

Training Methodology

- Lecture discussion,
- Mini-lecture,
- Questions & answers,
- Group Exercise,
- Case study,
- Brain Storming.

Evaluation Policy

- Active participation
- Attendance
- Micro-teaching
- Daily evaluation form
- End-of-course evaluation form

PROGRAM

Sunday 18 May

09:00 - 11:00	Introduction of Trainers and Participants Participants' expectations Introduction to the workshop Workshop norms and regulations	Dr. Mohamed Abdel-Aziz Dr. Samy Gadalla
11:00 – 11:30	BREAK	
11:30 – 13:00	Participatory Training Approach	
13:00 – 13:30	BREAK	
13:30 – 15:00	Training Needs Assessment	

Monday 19 May

09:00 – 11:00

Training Goals & Objectives

Dr. Mohamed A-Aziz
Dr. Samy Gadalla

11:00 – 11:30

BREAK

11:30 – 13:00

Training Schedule

13:00 – 13:30

BREAK

13:30 – 15:00

Training Content

Tuesday 20 May

09:00 – 11:00

Adult Learning Principles

Dr. Mohamed A-Aziz

Dr. Samy Gadalla

11:00 – 11:30

BREAK

11:30 – 13:00

Training Methodology

13:00 – 13:30

BREAK

13:30 – 15:00

Presentation Skills & Lesson Plan

Wednesday 21 May

09:00 – 11:00

Facilitation Skills

Dr. Mohamed A-Aziz
Dr. Samy Gadalla

11:00 – 11:30

BREAK

11:30 – 13:00

Training Audio-Visual Aids

13:00 – 13:30

BREAK

13:30 – 15:00

Training Audio-Visual Aids

Thursday 22 May

09:00 – 11:00

Advocacy

Dr. Mohamed A-Aziz
Dr. Samy Gadalla

11:00 – 11:30

BREAK

11:30 – 13:00

Training Evaluation

13:00 – 13:30

BREAK

13:30 – 15:00

Training Evaluation

Sunday 25 May

09:00 – 11:00	Theoretical Framework of the New System & Data flow	Dr. Jurrien Toonen Dr. Leila Dorgham
11:00 – 11:30	BREAK	
11:30 – 13:00	Newly developed Indicators, Tools & Procedures	Dr. Jurrien Toonen
13:00 – 13:30	BREAK	
13:30 – 15:00	Indicators; Principles & Strategies	Dr. Leila Dorgham Dr. Said Khalil

Monday 26 May

09:00 – 11:00	Indicators; filling the templates	Dr. Jurrien Toonen Dr. Leila Dorgham Dr. Said Khalil
11:00 – 11:30	BREAK	
11:30 – 13:00	How To Interpret The Indicators	Dr. Jurrien Toonen Dr. Leila Dorgham Dr. Said Khalil
13:00 – 13:30	BREAK	
13:30 – 15:00	Preparation for the Microteaching	Dr. Mohamed A-Aziz

Tuesday 27 May

09:00 – 11:00	How To Use The Soft-Ware	Eng. Sherief El-Mougy
11:00 – 11:30	BREAK	
11:30 – 13:00	How To Use The Soft-Ware	Eng. S. El-Mougy
13:00 – 13:30	BREAK	
13:30 – 15:00	How To Use The Soft-Ware	Eng. S. El-Mougy

Wednesday 28 May

09:00 – 11:00	Micro-teaching sessions (4-5 Participants depending on # attending the workshop)	Consultant Team
11:00 – 11:30	BREAK	
11:30 – 13:00	Micro-teaching sessions (4-5 Participants)	Consultant Team
13:00 – 13:30	BREAK	
13:30 – 15:00	Micro-teaching sessions (4-5 Participants)	Consultant Team

Thursday 29 May

09:00 – 11:00	Micro-teaching sessions (4-5 Participants)	Consultant Team
11:00 – 11:30	BREAK	
11:30 – 13:00	Micro-teaching sessions (4-5 Participants)	Consultant Team
13:00 – 13:30	BREAK	
13:30 – 15:00	Workshop Evaluation Closing Ceremony	