



WHO LCG TRAINING AND MENTORING PREPARATION

Pre-Workshop Work

Time required to complete activities in preparation of the workshop may vary based on the printing capacity in-country, the context, and experience of the training team

- Workshop logistics: Arrange and meet with facility head to discuss venue needs, site preparation, selection criteria for participants, and dates for the workshop (refer to the document “Facility Preparatory Meeting Agenda”).
- Send course materials for printing: Check with the printers to ascertain how long they need to print the following materials:
 - Poster size copies of the Action Plan (size 53 x 83.5 cm) – print at least two copies for the training room and 1-2 to post in the facility:
 - Flip Chart (Facilitator's Guide) - size 42x29 cm – one copy for each Master Trainer and Trainer
 - Participant Worksheets – size A4 - one copy for each Master Trainer / Trainer and participant
- Review the learning materials: You must be comfortable with giving the content and facilitating the learning activities when you facilitate the training activity.

Pre-Workshop Week

Time required to complete activities in preparation of the workshop during the pre-workshop week may vary based on the experience of the training team and the context

The following activities should be completed during the Pre-Workshop Week:

- Confirm workshop logistics: Confirm the venue of the workshop, the list of participants, arrangements for refreshments during the workshop, any arrangements required for ensure the space for learning is adequate (e.g. sufficient number of tables/chairs, etc.).
- Print documents that do not require being sent to a printer: Refer to the “Training Preparation Checklist” below to assist you with printing course materials.
- Assemble the course materials: Assembling the course materials should be completed during the Pre-Workshop Week or even before. Refer to and complete the “Training Preparation Checklist” below to assist you with assembling course materials.
- Practice presenting the pages in the Facilitator’s Guide and facilitating learning materials.

Pre-Workshop Day

3-4 hours as required based on the experience of the training team and the context

The purpose of the pre-workshop day is to coordinate activities, assign roles, procure any last-minute items, print any outstanding required documents, and manage logistics.

Potential tasks to be carried out during the Pre-Workshop Day are as follows:

- Refer to the "Training Preparation Checklist" to assist you with assembling course materials. Ensure materials are printed in advance of training day. Review any last-minute printing needs, supplies and equipment.
- Set up the learning space as shown in Figure 1 below.
- Organize a briefing among the facilitators of the training to assign roles, organize learning materials, etc. Write the name of the facilitator responsible for each activity in the column "Facilitator" of the champion agenda. It is important to highlight that a maximum trainer to participants ratio of 1:6-8 should not be exceeded throughout delivery of the training.



Figure 1. Set-up for training on the LCG

Training Preparation Checklist

Location _____ #Participants _____ Date _____

Task	Due date	Completed
Week before training: Ensure that the necessary training materials are ready to take with you. Use the checklist below to pack documents and supplies.		
Logistics		
Arrange and meet with facility head and confirm venue, site preparation, dates, and selection of participants for the training activity		
Confirm that all relevant staff participants have been invited		
Confirm that transportation to the training site is arranged (if needed)		
Confirm that arrangements for catering are completed		
Verify that documents sent to printers are ready		
Participant Worksheets – 1 for each participant and 1 for each trainer		
FlipBook (Facilitator's Manual) - 1 per Trainer / Master Trainer		
Action Plan - 2-3 in the training room, and one for the labour and delivery rooms in each facility.		
Procure/Prepare materials		
Procure the following:		
1 black pen for each participant		
1 red pen for each participant		
1 pencil and eraser for each participant		
1 notebook for each participant		
Blank flip chart paper and stand		
Different colored markers		
Tape or putty to hang posters		
Print the following for "champion" training on the LCG:		
Training prep checklist	1	
WHO LCG User's Manual – 1 for each 1-2 participants, 1 for each trainer, 3-4 for the labour ward		
Simulated handwashing site / Alcohol-based handrub		
Champion training agenda filled in with facilitator roles and times appropriate for activity and setting - 1 per Trainer / Master Trainer		
Participant characteristics – 1 for each participant		
Sign in sheet		
LCG – at least 3 copies for each participant		
Post-module assessment – 1 for each participant		
Confidence assessment – 1 for each participant		
Certificates – 1 per participant		
Course evaluation – 1 per participant		

Task	Due date	Completed
Print the following for “Training of Master Trainers and Trainers” on the LCG:		
As above PLUS:		
Key Points for Considering Adoption of the Who Labour Care Guide: Policy Brief – 1/facility and 1 for each trainer		
Training of Trainers agenda filled in with facilitator roles and times appropriate for activity and setting – 1 for each Master Trainer		
Classroom presentation skills checklist – 1 for each participant		
Certificates (trainers, master trainers)– 1 per appropriate participant		
Training evaluation – 1 per participant		
Print the following for orientation of peer practice coordinators:		
Practice Coordinator Session plan	1	
Coaching skills checklist – 1 for each PPC		
LCG audit – 1 per participant + 1 per facilitator		
Weekly LDHF log		
Certificates - 1 per participant		
Orientation evaluation – 1 per participant		

Task	Due date	Completed
Day before training		
Organize a briefing among the facilitators of the training to assign roles for each activity/page. Write the name of the facilitator responsible for each activity in the column “Facilitator” of the agenda.		
Ensure all training documents are printed and materials are available.		
Set up the training space.		
Prepare the following Flipchart pages:		
Welcome		
Expectations and norms		
Hang up the Action Plans with tape that is safe for walls so that everyone can see them as you point to where you are		
Prepare the sign in sheet		
Assemble the materials (see below). Organize learning materials for each participant.		

List of Documents for Facility-based Champion and PPC Training

Number of Master Trainers: _____ Number of Trainers: _____ Number of Participants: _____ Number of PPCs: _____		
ITEM	Quantity needed (write in if blank)	Checked when packed
1. This training prep checklist	1	
2. 1 black pen for each participant		
3. 1 red pen for each participant		
4. 1 pencil and eraser for each participant		
5. 1 notebook for each participant		
6. Champion training agenda filled in with facilitator roles and times appropriate for activity and setting - 1 per Trainer / Master Trainer		
7. Sign in sheet		
8. Participant Worksheets – 1 for each participant and 1 for each trainer		
9. Flipbook - 1 per Trainer / Master Trainer (1 facilitator:6-8 participants)		
10. Action Plans – 2 to post on the training room wall + 2 to post in the facility		
11. WHO LCG User's Manual (adapted for Rwanda) – 1 for each 1-2 participants, 1 for each trainer, 3-4 for the labour ward		
12. Participant characteristics – 1 for each participant		
13. LCG – at least 3 copies for each participant		
14. Knowledge test – 1 per participant		
15. Knowledge test Answer key – 1 per Master Trainer/Trainer		
16. Confidence assessment – 1 for each participant		
17. Champion certificates – 1 per participant		
18. Champion training evaluation – 1 per participant		
Orientation of PPCs		
1. Sign in sheet		
2. Practice Coordinator Session plan - 1 per Trainer / Master Trainer		
3. Coaching skills checklist – 1 for each PPC		
4. LCG audit – 1 per participant + 1 per facilitator		
5. Weekly LDHF log		
6. Certificates - 1 per participant		
7. Orientation evaluation – 1 per participant		
Training of Master Trainers/Trainers – As above, PLUS:		
1. Sign in sheet		

ITEM	Quantity needed (write in if blank)	Checked when packed
1. Key Points for Considering Adoption of the Who Labour Care Guide: Policy Brief – 1/facility and 1 for each trainer		
2. Training of Trainers agenda filled in with facilitator roles and times appropriate for activity and setting – 1 for each Master Trainer		
3. Classroom presentation skills checklist – 1 for each participant		
4. Certificates (trainers, master trainers)– 1 per appropriate participant		
5. Training evaluation – 1 per participant		
6. Orientation evaluation – 1 per participant		