

Example of a District Health Management Team diary

Date and place Name of officer	Activity <ul style="list-style-type: none"> How was this activity implemented? Why was it implemented in this way? 	Root cause / issues for discussion	Effects of strategy / activity How did you observe these effects? E.g. From routinely collected data, from discussion with staff, from observing documents or practices	Reflections on activities and effects <ul style="list-style-type: none"> What worked well? What worked not so well? What we would change next time? 	Way forward
Example :					
7 May 2013 Jinja district Joanna Raven	Training on appraisal for managers of health facilities: 20 managers from all health facilities in Jinja were trained in appraisal at the routine quarterly meeting held at the District Health Office in Jinja. The training lasted one hour and covered the appraisal form and how to discuss achievements and performance with the appraisee. It was held at the quarterly meeting because all managers would attend this meeting anyway and therefore there would be no additional costs to implementing this; also this training needs to be done before the appraisals are done in June.	At the moment appraisals focus on the score, and not on how to discuss achievements and poor performance, and encourage good performance.	All health facility managers were trained. From discussion with managers, they said they were still lacking in confidence about doing the appraisal. From looking at the appraisal forms, many did not include any information about why their targets were not achieved, how to resolve these issues.	The managers appeared interested in the training, and wanted to know more about appraisal. The duration of the training was too short – it needs to be at least ½ day. We were rushed in preparing for the training, and therefore did not have materials ready for the training.	Schedule training in March/April next year. Allocate ½ day to the training. Prepare the training materials in advance including exercises where the managers practice doing appraisals with other managers.