

Guidelines for National Workshop 2

Location:

One of the study districts or regions

Length of workshop:

2 ½ days (approximately)

Objectives:

1. Refine the problem analyses
2. Explore and evaluate possible bundles of HR/HS strategies
3. Develop a plan for human resources/health system strategies to address problems identified in the situation analysis
4. Agree support processes for District Health Management Teams during the implementation period
5. Discuss the use of reflective diaries to record the action research process and learning
6. Stimulate sharing of experiences, information and lessons learned across the three District Health Management Teams

Required inputs:

1. Problem trees and problem statements from the Situation Analysis
2. Annual district plans and any long term plans (if available); national human resource policies and plans
3. Workshop guidelines developed by PERFORM
4. Situation analysis reports
5. Guidelines and templates for selection of bundles

Expected outputs:

1. Refined problem tree analyses
2. Completed table of bundles of strategies
3. Implementation plan for bundles of strategies
4. Brief report of workshop

Outline for workshop report:

The report should include:

- Workshop objectives
- Workshop programme with brief commentary on the sessions of the workshop

- List of participants (with their designations)
- Outputs of the workshop (see 1-4 above)
- Evaluation results
- Reflections on process of workshop¹
- Presentations made in the workshop
- Photographs

¹ This will be an important data source for reviewing the action research process.

Suggested programme:

Approximate timings are given for some of the sessions. The group work timing is flexible and needs to be decided locally.

| Day 1 | Programme activities | Explanation | Materials |
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| Day 1 | Welcome/Ice breaker (15 minutes) | An ice breaker will help the District Health Management Team members get to know each other. | List of ice breakers and energisers. Blank name tags. |
| | Introduction to workshop (15 minutes) <ul style="list-style-type: none"> • Purpose of workshop/objectives • Review of progress and timeline in the project • Programme • Expected outputs | The research team introduce the purpose of the workshop, where the workshop stands in the whole project/research process, review of key steps since the beginning of the collobaration (initial meetings, situation analysis, stakeholder workshop etc.), objectives and expected outputs. | Introduction presentation to be adapted for country context. |
| | Refining problem tree analyses (rest of day minus 60 minutes at end of day for bundles presentation) | Each District Health Management Team (with one research team member) will review one or two problem trees, checking for internal logic, explaining the links between the levels, and refining where necessary. One District Health Management Team will present their problem tree to another District Health Management Team as a mechanism for review. There will be time to revise the problem tree following this review. | Problem trees from situation analysis for each district. Guidance on facilitating the session. |
| | Bundles of human resource/health systems strategies (60 minutes) <ul style="list-style-type: none"> • Presentation on human resources/health systems strategies | A presentation with speaker's notes has been prepared. | Presentation and speaker's notes. |
| Day 2 | Energiser | | |
| | Developing the bundles of human resource/health systems strategies (morning) | Each District Health Management Team will develop bundles of human resource/health systems strategies for one or two problem trees/statements. This activity will be facilitated by a research team member. | Template. |
| | Presentation of bundles of strategies (after lunch) | Each District Health Management Team will present the bundles of strategies to the other District Health | Worksheet for reviewing strategies. |

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| | | <p>Management Teams and research team members. The research team and District Health Management Teams review the bundles against the selection criteria:</p> <ul style="list-style-type: none"> • Focused on improving health workforce performance in the district • Measurable and observable effect on workforce performance within 12 – 18 months • Implemented within available resources in the district • Linked to district plan • Linked to existing policies/strategies • Based on the evidence accumulated in the situation analysis • Bundles are logical | |
| | Refining bundles of strategies (remaining time of the day) | Each District Health Management Team (with support from the researchers) will refine the bundles of strategies based on the comments from the workshop participants. | |
| Day 3 | Energiser | | |
| | Incorporating bundles of strategies into existing plans (2 hours) | <p>Each District Health Management Team will refer to existing district plans and include plans for bundles of strategies.</p> <p>Each District Health Management Team will develop a detailed implementation plan for the bundles of strategies, including when to implement, who will implement, methods and sources to monitor effects.</p> | |
| | Using reflective diaries (15 minutes) | The research team will present the concept of reflective diaries, their benefits, how they could start during the next review visit to the district, and keeping a record between now and the next review visit. | Short presentation on reflective diaries and example in Word. |
| | Ongoing support and communication with the research team (30 minutes) | The research team will discuss visits to the districts, timing of the visits, and other communication methods. | Guidance for session on ongoing support and communication. |
| | Wrap up and next steps (15 minutes) | | |

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| | Workshop evaluation (10 minutes) | | Workshop evaluation form. |
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