**Guidelines for MSI Workshop 2**

**Location:**

One of the study districts or regions

**Length of workshop:**

2 ½ days (approx)

**Objectives:**

1. Refine the problem analyses
2. Explore and evaluate possible HR/HS strategies
3. Develop a plan for HR/HS strategies to address problems identified in the situation analysis
4. Agree support processes for DHMTs 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 DHMTs

**Required inputs:**

1. Problem analyses refined after Workshop 1
2. Annual district plans and any long-term plans (if available); national HR policies and plans
3. Completed district situation analysis and HMIS tools
4. Guidelines and templates for selection of HR/HS strategies (this will have been given to the DHMT during MSI Workshop 1)
5. Hardback A4 sized books for use as diaries

**Expected outputs:**

1. Refined problem tree analyses, where refinements have been made
2. Completed table of strategies
3. Brief report of workshop
4. Reflective diary formatted for use by the DHMTs

**Outline for workshop report:**

A brief report of the workshop will be developed by the CRTs and circulated to all partners before the consortium workshop. The report should include:

* Workshop objectives
* Workshop programme with brief commentary on the sessions of the workshop
* List of participants (with their designations, gender and district)
* Outputs of the workshop
* Evaluation results
* Reflections on process of workshop by CRT and paired partners[[1]](#footnote-1)
* Presentations made and products of group activities (as photos or embedded Word or PowerPoint files)
* Photographs

**Suggested programme:**

The CRT and RT can decide how to share the workload of the workshop. Approximate timings are given for some of the sessions. The group work timing is flexible and needs to be decided locally.

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| **Day 1** | **Programme activities** | **Explanation** | **Materials** |
| **Welcome / Ice breaker (15 minutes)** | An energiser can be used to help welcome people to the workshop. | List of ice breakers and energisers. Blank name tags. |
| **Introduction to workshop (15 minutes)**   * Purpose of workshop / objectives * Review of progress and timeline in the MSI * Programme * Expected outputs | The CRT then introduce the purpose of the workshop, where the workshop stands in the MSI cycle, objectives and expected outputs. | Introduction Presentation MSI Workshop 2 to be adapted for country context. |
| **Reviewing problem analyses (2 hours)** | One DHMT (with one CRT/ RT) will present their problem analysis to another DHMT as a mechanism for review.  The DHMT (with one CRT member) will check for internal logic, explaining the links between the levels, and refining where necessary. There will be time to revise the problem tree following this review. | Problem trees for each district.  Checklist for improving the problem analysis. |
| **HR / HS strategies (60 minutes)**   * Presentation on HR / HS strategies | The presentation will draw upon the guidance on developing the strategies. A presentation with speaker’s notes has been prepared for use in all 3 country workshops. | Presentation on strategies and speaker’s notes. |
|  | **Developing the HR / HS strategies (rest of the day)** | Each DHMT will develop HR/HS strategies for one or two problem trees / statements. This activity will be facilitated by a CRT member. | Guidance for choosing HR/HS strategies  Template for planning table for HR/HS strategies |
| **Evening** | **Reading Guidance for choosing HR/HS strategies** | The DHMT will have had the HR/HS strategies at the end of MSI Workshop 1. However, as a reminder and in preparation for the sessions on Day 2, the DHMTs can read the HR/HS strategies guidance. |  |
| **Day 2** | **Energiser** |  |  |
| **Developing the HR / HS strategies (continued)** | Each DHMT will develop HR/HS strategies for one problem tree. This activity will be facilitated by a CRT /RT. | Template for planning table for HR/HS strategies |
| **Presentation of strategies (after lunch)** | Each DHMT will present the strategies to the other DHMTs and CRT members. The CRTs and DHMTs review the strategies against the selection criteria:   * Focused on improving health workforce performance in the district * Measurable and observable effect on workforce performance within 8 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 * Workplans are logical (linked to problem analysis and strategies linked to each other) | Worksheet for reviewing strategies |
| **Refining strategies (1 hour)** | Each DHMT (with support from the CRT) will refine the strategies based on the comments from the workshop participants. |  |
|  | **Incorporating strategies into existing plans (remaining time of day)** | Each DHMT will refer to existing district plans and include developed strategies.  Each DHMT will develop a detailed implementation plan for the strategies, including when to implement, who will implement, methods and sources to monitor effects. |  |
| **Day 3** | **Energiser** |  |  |
| **Incorporating strategies into existing plans – continued from day 2 (2 hours)** | Each DHMT will refer to existing district plans and include plans for strategies.  Each DHMT will develop a detailed implementation plan for the strategies, including when to implement, who will implement, methods and sources to monitor effects. |  |
| **Using reflective diaries (60 minutes)** | CRT will present the concept of reflective diaries, their benefits to PERFORM2Scale, how to use them, they could start during the next review visit to the district, and keeping a record between now and the next review visit.  Each DHMT prepare the diary for use in their district.  Add an entry about developing the strategies. | Short presentation diaries and guidance for using diaries.  Hardback A4 size books |
| **Ongoing support and communication with CRT (30 minutes)** | CRT will discuss visits to the districts, timing of the visits, and other communication methods. | Guidance for ongoing support & communication |
| **Wrap up and next steps (15 minutes)** |  |  |
| **Workshop evaluation (10 minutes)** |  | Workshop evaluation form |

1. This will be an important data source for reviewing the action research process; it would be included in an annex that is not made public. [↑](#footnote-ref-1)