**Orientation meeting with District Health Management Teams: facilitation tips**

* Prepare well for meeting:
  + Think about what you want to say, the order and how to say it
  + Decide whether to make a formal presentation with PowerPoint, or to speak to a clear set of notes
  + Allocate different parts of the presentation / discussion to other members of CRT / RT (best not more than three)
  + Find out about district from available sources (HR problems, position in regional ranking)
* Introduction:
  + Introduce members of the team
  + Explain how the district was selected for this particular district group
* Include the unique selling point[[1]](#footnote-1) of the PERFORM2Scale project near the start of the meeting / what is the key advantage to DHMT being part of PERFORM2Scale – there is a slide in presentation on the unique selling point
* Explain the process of the MSI – and each of the activities at each stage – there is a slide in the presentation with a diagram showing all the activities in the MSI
* Focus on the health workforce performance aspect as the key advantage of PERFORM2Scale
* Suggest the appointment of a Focal Person in the district and exchange contact details when appointed (it might not be possible to make this decision at the meeting)
* Conclusion:
  + Ask DMO to sum up
  + Hand over Expanded briefing note for orientation visit
  + Agree next steps in the process
  + Ask how they would like the CRT to communicate with the DHMT / CHMT

1. learning is based on action in the ‘real world’ situation; DHMTs select own programmes to work on; improves team work; learning is enhanced by working with other neighbouring DHMTs; the learning cycles will continue [↑](#footnote-ref-1)