

SESSION	PARTICIPANT WORK + PRESENTATIONS					8.30 – 12.30 (total 90+ 120 minus break =195 minutes)				
Date:	Day 5 session 18 and 19									
Objectives	Participant work: 08.30-10.00 (90 minutes) <ul style="list-style-type: none">Prepare and refine your FMU group EAFM plan presentations Participant presentations 10.00 - 12.00 / 12.30 (120 minutes including break) <ul style="list-style-type: none">present your FMU group EAFM draft plan or tools related to the plan to the wider groupreceive feedback on your presentationsGive constructive feedback on others’ presentations.									
Description of Contents	Time		Expected Participation					Resources used		
			1	2	3	4	5			
Review	10	Interactive review of Day 4. Participants feedback/ present			X			Day 4 daily monitoring		
EAFM Quiz review	10	Go over any questions which caused difficulties, i.e. quick review. Clarify any outstanding confusion re. key EAFM elements. Up to trainer discretion whether to return the actual quiz to participants. The quiz is not a test of their knowledge.	X					Quiz with scores Trainer answer sheet		
Material preparation	80 minutes	<p>Preparation time for groups to finalize their presentations. Trainers act as a resource. Ensure groups make full use of all the outputs they produced during the week.</p> <p>NB. Trainers need to have agreed beforehand the likely sequence of presentations. Have strong groups to start and finish, with weaker ones in the middle. Make a programme by listing the group’s names and logos in sequential order. One trainer can be typing this up quickly during the preparation. It is motivational for participants to see their group names and logos on an A4 printed programme, this gives some formality to the presentations as they need to be taken seriously. Plan a couple of presentations, then short break, then continue with others.</p> <p>Room layout: at the beginning of the preparation session, arrange the room so that each group has a work station and wall space to display their outputs. Arrange a few chairs at each station. Participant audience will then move chairs from one work station to another (so everyone moves around the room to hear and see presentations).</p>					X	Resources needed: All FMU group outputs, flipcharts, pens, stickers, cards, laptops, leads, printer, Table + Wall space		

WORKING BREAK	10.10 – 10.30	OR. Grab a tea/coffee/snack and start presentations. Actual plan for session to be designed by trainers after Day 4.						
Group presentations	120 minutes	<p>Timing depends on number of FMU groups.</p> <p>It is best to have dedicated feedback after each presentation, as this allows for specific questions. Planning will depend on group numbers, and assumed quality of presentations.</p> <p>Timing: allow 10 minutes for presentation and up to 10 minutes of feedback per group. If there are more than five groups, times will need to be less. Be very clear when giving instructions on time. Trainer to agree a signal (e.g. “Two minutes of time left”) which presenters can recognize. Presenting all key information succinctly is a skill, so stress that they cannot go over allotted time.</p> <p>Before starting group presentations, remind participants that this is a chance to learn from and support each other. We want to give sandwich feedback (one positive, one thing to change, one positive). If audience does not volunteer questions/ points after a presentation it is trainers’ responsibility to pose a question/ make a remark to generate some discussion. Do not just move onto next group.</p> <p>At end of all presentations give 1-2 points of general feedback. Thank participants for their efforts (and creativity if applicable) and remind them that their plans will be revisited after lunch.</p>					X	<p>One A4 presentation programme printed for all</p> <p>Trainers need to take notes during presentations to feedback on content / consistency of EAFM draft plans, as well as presentation styles.</p>
LUNCH	12.30-13.30							

Notes for trainers

Exactly how these sessions will run will be decided by trainers on Day 4, depending on types and number of presentations likely, as well as predicted quality (to ensure sustained interest). Each group needs to present and receive feedback. The aim of the session is for trainers to see evidence of participant learning as well as for participants to trial their ideas for their draft EAFM plans. Participant presentation skills also need to be assessed, so ALL need to take part (not just one speaker). This course requires presentations with flipcharts (or diverse media) rather than the usual slides (to avoid the 'reading slides' syndrome). The preparation session could be shortened depending on how much work participants actually still need (sometimes they work on Day 4 evening); and all the sessions brought forward so as to finish earlier.

Allow for a working coffee break while preparing, or if you have more than four groups it is better to start and then have break halfway through presentations.

Depending on course organization and country context, you can have a longer or shorter lunch break. It is advisable to have session 20 as a separate session as the evaluation element of the course should not be rushed after presentations.

If trainers decide that Day 5 will be a full day, allow one hour for lunch and then regroup to revisit plans, before doing course review.

Trainer Feedback