



## Suggestions for running Essential EAFM course

### 1. Trainer team harmony

- You can help create a good team atmosphere by clarifying at the outset that you all want to work as a team, and help each other, and support each other. So value constructive criticism and feedback between team members. But remain unified vis-a-vis participants. So a trainer can ask for support during their session, and welcome other trainer comments, but keep feedback to your internal discussion. If you explain this at beginning, even in an introductory email before you actually all meet, then this lets everyone know what to expect.

### 2. Before the training

- Have at least half, ideally a full day planning together with other trainers face to face
- Clarify roles and responsibilities, so everyone knows what they are supposed to do
- Check if everyone is okay with their sessions, ensure trainers voice any concerns and are open about challenges/ issues
- One way is to find out from all trainers what they feel their strengths are, discuss this when you meet, and then you can use these strengths as a team.
- You must stress that for all activities and group work, all the trainers need to be actively supporting participants (i.e. not remain seated at back of the room!)
- Ensure you all have participant list beforehand and go through it together; identify anyone known to trainers and glean/ pool as much info as possible. You basically want to know as much about participants before you meet them; this also helps with identifying possible allies or difficult ones

### 3. Practical room set up

- Ensure you all see the training room together beforehand as part of our planning; spend at least 30 minutes there, discussing together, so you can think about how many tables you want, how will chairs be placed, where will stationery table go, where will training team sit, screen and projector set up, where will visual gallery go, where will you build the FMU flipcharts and the earlier group work?

### 4. How to learn participant names

- Learn participant names ASAP. To do this have participants' names list and group by ministry/ department / other (e.g. gender, academic/ government...) so you have clusters, makes it easier to remember. Have photos printed ASAP and not only use them for stakeholders' map but also print out photos for all trainers, and write correct names next to each photo.
- Aim to learn at least 5 names by end of day 1 (look at what participants are wearing, their hair, glasses, anything that differentiates from the others,... and memorise these clues)



#### 5. **Printing:**

- If you can, ensure that the various assessment forms are printed in different colours (just to help you differentiate all the forms). If this is not possible, don't worry,
- Check all printing before course starts, to ensure all materials have been printed and there are no errors (e.g. pages wrong way round, omissions, etc.)
- You will need 2-3 hours to actually set up the room how you want it. Do not rely on hosts setting up how you want, no matter how much you have explained to them.

#### 6. **Daily feedback and planning for next day**

- All trainers need to be at feedback part of daily monitoring, so you listen to the reps from each group feedback, and then after they leave you discuss points together. Divide feedback as follows: a) what you can address for the following day (be it air con, etc. or actual content/delivery) b) issues that you will not be able to address (maybe refer participants to organisers, or provide extra references). Sometimes you can address their comments later on, so keep these flagged.
- Ensure you agree who will feed back on the daily monitoring 1<sup>st</sup> thing following morning
- Review the day: each trainer feeds back what they felt/ how it was for them; and then PLAN for next day. Ensure everyone knows what they will do.

#### 7. **Be flexible all the time.**

Even if you have planned well, you may need to change things. Ensure whole team understands this from the outset. As long as you all communicate openly as a team, then it is still possible to move activities around, and to catch up if things are forgotten, or to review things. So you do want to respond to feedback and ensure you take this into account (e.g. if they ask for more group work time).