Purpose and Content

The Training Programme aims to improve the knowledge and appreciation of the participants regarding the establishment and management of an HMIS. It also envisioned that practical lessons learned during the Training Programme will be applied directly and used maximally to further enhance the capacities of their HMIS. In this regard, Module 6 was designed to pave way for the direct application of the topics discussed and learned in the earlier modules through the development of an Action Plan.

In preparing this Action Plan, it is necessary for the participants to consolidate the different assessments they have generated during the first four modules. The results of their assessment as they applied the inputs in the various operations of their HMIS will be summarized. This now becomes the basis for developing the Action Plan that is hoped to respond to the identified areas that need improvement and strengthening.

At the end of this exercise, the participants belonging to the same HMIS shall make a presentation of their action points. A panel of reactors will be organized to react and provide advice and directions with regard to the proposed Action Plans of the groups.

Objectives

At the end of the module, the participants will be able to:

(1) summarize the gaps in the various aspects of their HMIS operations

(2) develop an Action Plan that addresses the gaps that were identified and further strengthen their HMIS as a whole.

Sessions	Major Topics	Duration	Methodology	Supplies/Materials
Session 6.1 Summary of Assessment	* basic concepts in planning * summary of gaps and areas for strengthening	90 minutes	Plenary Presentation Group Work	Slides Accomplished assessments by module Flip charts Pentel pen Masking tape
Session 6.2 Development and Presentation of Action Plan	* formulation of plans * panel review of plans	120 minutes	Group Work Plenary Presentation and Review by Panel of Reactors	Copies of Plans Projector Review Guide

FACILITATOR'S GUIDE

Introduction

1. Inform the group that this is the last module of the Training Programme. Emphasize that the ultimate purpose of the training is for the participants to be able to improve the management and operations of their HMIS. Explain that all the discussions in the previous modules will come to naught if the learning that have been obtained will not be put applied.

2. In particular, remind the group that through the discussion in each module, several issues regarding the various aspects of their HMIS operations and management were surfaced. Areas for strengthening were identified and gaps that limit their effective and efficient implementaion were noted.

3. Clarify that this module hopes to put into a single document the results of their assessment in the previous modules, and as a group, begin to address them by developing an Action Plan to respond to the issues and gaps that were identified.

4. Inform them that the module begins with a brief overview of the planning process. Afterwhich, they will be asked to summarize and

enhance their previous assessments. Based on these, they will develop an Action Plan which will be presented to a panel of reactors.

5. Display the slide on the objectives of the module.

Session 6.1: Overview of the Planning Process

<u>Plenary Presentation</u>

1. To prepare the participants for the group exercise on assessment and planning, go through with them the overall planning process.
2. Display the slide and explain each major step of the planning process.
3. In discussing each step, give examples related to the HMIS. Explain too that the responses to the Questions – "Where were now?" and "Why are we still here?" have been partially accomplished through the assessment undertaken at thr end of each module.
4. Show next the template of the Action Plan and the parameters to be considered in planning.
5. Advise them to complete their consolidation of the assessment in an hour, develop their Action Plan in 1.5-2.0 hours.

Session 6.2: Assessment and Planning

<u>Group Work</u>

1. Group the participants by HMIS. Give back to each group the accomplished Assessment Checklists they accomplished in the previous modules.
2. Refer them to the guide that was prepared and the template to be used. They should be able to summarize the strengths as well as the gaps and issues that surfaced in each phase of their HMIS management and operations. These should cover strengths and gaps in the following areas:

   - o   Gender sensitivity of their HMIS
   - o   Clarity of their organizational structure
   - o   Adherence to administrative systems and tools
   - o   Adherence to financial management and tools
   - o   Institutionalization of monitoring and evaluation system
   - o   Coverage and viability of their HMIS
   - o   Quality of Health Care

3. Facilitate each group to be able to complete their assessment within the given time and prompt them to proceed to the next – Action Planning.
4. Ensure that each member of the group actively participates in the discussion.

Session 6.3 Presentation of the Action Plan

1. Convene the participants into plenary. Get ready the panel of reactors. These officials and staff should have been informed and advised prior to their coming to the training as reactors.
2. Start this session by welcoming the panel of reactors and introducing them to the participants.
3. Explain also the procedures to be followed in the presentation.
4. Each presentor should introduce first their HMIS and the members of the group. Start with the presentation of the summary of the assessments, but highlighting only the major concerns.
5. Present next the Action Plan, particularly the objectives and the major activities. Presenters need not read the plan one by one, activity by activity. Nor the schedule, budget and responsible unit ir staff.
6. Presentation should highlight the key actions that respond to the gaps that were identified, less the routine activities they need to conitnue.
7. For the Panel of Reactors, you may give them a hard copy of the guide or flash the slide containing this guide so that participants become aware how their plans are to be reviewed by the panel.
8. After each group has presented their output, ask any comments from the participants themselves before calliing on the panel of reactors for their comments. Likewise, advise them that similar comments already given need not be repeated.
9. Always recognize the groups at the end of their presentation. At the end, thank also the panel of reactors for sharing their time and technical inputs in enhancing the plans of the groups.
10. Depending on the arrangements you have made with the organizers of the training, you may annoucne that copies of their outputs will be mailed to them for their own reference.

Aspects of HMIS Operations and Management	Results of Assessment		Remarks
	Strengths	Gaps/Areas for Improvement	
1. Gender – Orientaion of Your HMIS			
2. Setting – Up Your HMIS			
3. Organizational Structure			
4. Administrative System/Tools			
5. Financial Management and Accounting			
6. Monitoring and Evaluation			

ACTION PLAN

HMIS: _____

Year: _____

Objectives:

Major Activity	Schedule	Locus of Responsibility	Budget	
			Amount	Source

Purpose and Content

This session closes formally the 4-day Training Programme. It provides opportunity for the participants to share their impressions of the overall Training Programme, lessons learned and other recommendations to further improve the Training Programme. A guided evaluation will be administered at the end of the session. The Closing Ceremony will be very simple and allow the organizers to thank and recognize those who attended the Training Programme and those who contributed to its success.

Objectives

At the Closing Session, the participants are:
  (1) able to evaluate the Training Programme and make the necessary recommendation for improvement
  (2) recognized and thanked by the facilitators, organizers and sponsors of the Training Programme

Topics and Methodology

Objectives	Major Topics	Duration	Methodology	Supplies/ Materials
Session 1 Assessment of the Training Programme	Training Programme Evaluation	15 minutes	Individual Exercise	Training Program Evaluation Form
Session 2 Closing Ceremony	Closing Program * acknow- ledgement of everyone's inputs * announcement /next steps	30 minutes	Plenary acknowledge ment or presentation Closing Remarks	Closing Program

FACILITATORS' GUIDE

1. Administer the Post-Training Evaluation Checklist. Explain to the

participants the need to get feedback to further enhance the training programme and improve the facilitation.

2. There are different ways to close a training program depending on the time you have left and the resources that you have available. For a simple closing ceremony, you may consider the following:

2.1 Request at most 2 participants to share their impressions about the training Programme In other training, impressions can be presented through a role play.

2.2 Request one who can make a special presentation (e.g. song)

2.3 Request the official representative to give the closing remarks.

3. Make any announcement related to the project or training.

4. Distribute the certificates of attendance.

Worksheet 6-1: Training Programme Assessment Form

(**Note:** This assessment form was adopted from the Evaluation Form prepared by the International Labor Organization (ILO) International Training Centre)

Please complete the questionnaire below. This will help us improve our activities. Please be totally frank for we are interested in your opinion, whether it is positive or negative, and shall take it into account in planning future activities.

Instructions:
1. Please give each aspect set out below a mark. From a scale of 1-5 with 1 being the minimum and the 5 the maximum.
2. If you think a question does not apply to you or that you do not have the information needed to answer it, choose the "no opinion" option
3. Give only one answer to each question.
4. Note the questionnaire is anonymous

	PART I	MINIMUM 1	2	3	4	MAXIMUM 5	NO OPINION
I	**INFORMATION RECEIVED BEFORE THE TRAINING**						
1	Before participating in this activity, were you clear about the objectives, contents and methods?	O	O	O	O	O	O
II	**THE WAY THE ACTIVIY WAS DELIVERED**						
A	**Objectives**						
2	Having participated, are you now clear about the objectives of the activity?	O	O	O	O	O	O
3	To what extent were the activity's objectives achieved?	O	O	O	O	O	O
B	**Contents**						
4	Given the activity's objectives, how appropriate were the activity's contents?	O	O	O	O	O	O
5	Given your level of prior learning and knowledge, how appropriate were the activity's contents?	O	O	O	O	O	O
C	**Methods**						
6	Were the learning methods used generally appropriate?	O	O	O	O	O	O
D	**Facilitators/Resource Persons**						
7	How would you judge the resource person's overall contribution?	O	O	O	O	O	O
E	**The Group of Participants**						
8	Did the group of participants with whom you attended the activity contribute to your learning?	O	O	O	O	O	O

		MINIMUM 1	2	3	4	MAXIMUM 5	NO OPINION
F	**Training Materials**						
9	Were the materials/media used during the activity appropriate?	O	O	O	O	O	O
G	**Organization**						
10	Would you say that the activity was well organized?	O	O	O	O	O	O
11	Would you call the secretariat efficient?	O	O	O	O	O	O
H	**Practicum**						
12	Did you find the practicum useful?	O	O	O	O	O	O
III	**USEFULLNESS OF THE ACTIVITY**						
13	Are you satisfied with the quality of activity?	O	O	O	O	O	O
14	How likely is it that you will apply some of what you have learned?	O	O	O	O	O	O
15	How is it that your office/agency will benefit from your participation in this activity?	O	O	O	O	O	O

	PART II
16	Which three aspects of the activity do you think were the least useful? (1) (2) (3)
17	Which three aspects of the activity do you think were the most useful? (1) (2) (3)
18	What would you suggest the facilitators/resource persons improve the overall quality of their contribution? (You may name someone in particular if you wish) (1) (2) (3)
19	Name 3 actions you intend to take after participating in this activity. (1) (2) (3)
20	Name 3 difficulties you might encounter in applying what you have learned during the activity. (1) (2) (3)