

SESSION – 9 – PLAN FACE SHEET

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| TRAINING COURSE: An Introduction to the CPMS | SESSION 9: Follow-up Plans and Workshop Closure |
|  TIMING: 1 hour 15 min | VERSION: 1 | DEVELOPER: CPMS Task Force |
| SESSION Aim: Follow-up Plans * To share with participants the plans for follow-up to the CPMS Workshop;
* To reinforce the need to use the identified indicators as a means to measuring and evaluating the steps taken to implement the CPMS.

Check out Activity and Workshop Evaluation* To gain insight into the level of understanding that has taken place during the workshop;
* To provide participants with an opportunity to share crucial learning;
* To evaluate the workshop to identify what worked and what can be improved upon.

SESSION LEARNING OUTCOMES: * Agreed date for the follow-up workshop and follow up plans
* Insight on participant’s take away and plans as a result of the workshop

SESSION ActivitIES: * Group discussion
* Individual activity

child protection Minimum STandardS: N/ACPIE COMPETENCY FRAMEWORK: achieving results |
| REFERENCE(S): Minimum Standards for Child Protection in Humanitarian Action |
| RESOURCE(S): | * Sessions handouts “Outline of the Follow-up Workshop and “ Questions for Preparing a CPMS Case Study” for each participant
* Evaluation forms for each participant
* Flip chart and markers
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SESSION 9 – LESSON PLAN –

FOLLOW-UP PLANS AND WORKSHOP CLOSURE

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| TIME | 1 hour 15 min |
| **\* RESOURCES REMINDER \*** |
|  | * Have a copy for each participant of the Outline of the Follow up Workshop handout
* Have a copy for each participant of the Questions for Preparing a CPMS Case Study handout
* Have a copy of the evaluation form printed for each participant.
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| **INTRODUCTION** |
| 2 min | * Introduce the session by explaining that participants will now be taking all of their expertise and knowledge on child protection in their context and seeing how the CPMS can be applied to improve preparedness and response in their own work.
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| **BODY** |
| 10 min | Review of the 1-day follow-up workshop goals and content |  |
| 10 min | Outline how to prepare for the follow-up workshop |  |
| 5 min | Agree date for follow up workshop |  |
| 25 min | Check out activity |  |
| 15 min | Evaluation of the workshop |  |
| **CONCLUSION** |
| 10 min | O | Thank the participants. |
| F | Remind participants of the follow-up workshop date. |
| F | Have a guest speaker provide the official closure as appropriate. |

**SESSION 9 – NOTES FOR TRAINER – FOLLOW UP PLANS AND WORKSHOP CLOSURE**

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| LEARNING OUTCOMES* Agreed date for the follow-up workshop and follow up plans
* Insight on participant’s take away and plans as a result of the workshop
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**FOLLOW-UP PLANS**

**PURPOSE OF ACTIVITY**

* To share with participants the plans for follow-up to the CPMS Workshop;
* To reinforce the need to use the identified indicators as a means to measuring and evaluating the steps taken to implement the CPMS.

**Part One: Review of the 1-day follow-up workshop goals and content (10 min)**

Distribute an outline of the agenda for the 1 day follow up workshop to all the participants. Review with the participants the outline of the 1 Day Follow-up workshop. The follow-up workshop aims to have participants bring practical field experience to the workshop for the purpose of reflecting and generating lessons-learned. It will also focus on adding depth to participants’ knowledge of indicators. *See the Handout – Outline of Follow-Up and have reviewed the Session 10 – Follow Up Session lesson plan in preparation for this session.*

**Part Two: Outline how to prepare for the follow-up workshop (10 min)**



As seen in the outline of the follow-up workshop, participants will be asked to develop a case study on implementing the CPMS in their work. In order to prepare participants, distribute the handoute on Questions for Preparing a CPMS Case Study and go through the following questions to guide their preparation for the follow-up training.

* Which Standards have you been using mostly?
* How have you been using the CPMS? And with whom in the program or community?
* What aspects of the CPMS are most useful?
* What successes have you had?
* What challenges have you had to using the CPMS?
* What key learning has taken place?
* How will you continue using the CPMS?



Ask if there are any questions on the follow-up workshop from the group.

**Part Three: Agree date for follow up workshop (5 min)**

Agree on a specific date with the participants for the first follow-up training. It is desirable to have the follow-up within 4-6 weeks of the initial training to not lose momentum. Record the date and ensure all participants record date for follow-up workshop

**CHECK OUT ACTIVITY AND EVALUATION OF THE WORKSHOP**

**PURPOSE OF ACTIVITY**

* To gain insight into the level of understanding that has taken place during the workshop;
* To provide participants with an opportunity to share crucial learning;
* To evaluate the workshop to identify what worked and what can be improved upon.

**Part Four: Check out activity (25 min)**

Ask each participant to take turns stating one thing they now know about CPMS that they did not know when they arrived at the workshop and one way they plan to use the CPMS. Ensure everyone has a chance to speak. Ask the participants if there are any outstanding questions about the CPMS that should be covered in the follow-up workshop.

Designate someone to record answers on a flip chart.

There is vital learning in this section as well as the responses can highlight areas that have been well covered and those that need further emphasis in subsequent workshops.

**Part Five: Evaluation of the workshop (15 min)**

Distribute and collect the completed evaluation form from each.

Be sure to provide a summary of the evaluation and feedback on ways training package could be enhanced to the training package development team (CPMS Task Force – cmpstaskforce@gmail.com )

**Conclusion**

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| **CONCLUSION** |
| 10 min | O | Thank the participants. |
| F | Remind participants of the follow-up workshop date. |
| F | Have a guest speaker provide the official closure as appropriate. |