# CHECKLIST: Get Organised for Your Local Partnering Training

Here are some simple check-box lists you can use to help you to run a smooth and successful workshop. Work through and improve for your own use, your timeline, your workshop.

**1. Eight weeks before:**

Use the “10 planning questions” from your ToT to guide your planning

Ensure you have the **right participants** and the **right venue**

If you will need any external support, make sure to organise it now!

Decide with your co-facilitators who will take each session (master planning document) Do you have enough trainers or do you need to prepare another role play coach?

**Also think about:**

**Translation:** If translation is required then more preparation time will be required for this. An external translator may not work, as the way WV is using partnering terminology requires a clear understanding of our approach for accurate translation.

**Contextualisation:** Some of the lessons can be reviewed and simplified, with helpful local examples added, as part of the contextualisation of the training.

**2. Four weeks to go:**

Workshop room booked; participants confirmed

Complete your background reading – Local Partnering Essentials, Local Partnering in Practice (focus on the sections related to your teaching sessiongs); Partnering Toolbook or Brokering Guidebook Pre-reads sent (including the preworkshop emodule if you are using);

Prework to participants, including the need to identify a partnering issue to work on

What kind of LNRA (Learning Needs and Resource Assessment) will you do? Confirm who is taking responsibility for coordination for each part

Agree if you will have a lead coordinator and their role

**3. Three weeks to go:**

Delegate the printing of handouts

Carefully work through your session plans

Look for all the session resources you will need

Start to prepare any extra role play coaches helping

**4. Two weeks to go:**

Meeting with co-trainers to review progress on all logistics, participants, and session planning Ensure a pre workshop webinar, 1-2 weeks prior to the workshop - and follow up to ensure participants write and submit their case studies well in advance of joining the workshop (this can be helpful even if you are doing the preworkshop emodule)

Go through each session, creating some simple cue or prompt cards to help you be clear and remember the key steps of each session - for these cues, it is especially helpful to write out questions you will use (model good facilitation and avoid lecturing as much as possible).

Start to create folders with all the handouts and resources arranged in daily order

Go through the kit list and plan how you will get everything in good time

**5. One week to go:**

Confirm participant list

Reminder of prework to participants, including the need to identify a partnering issue to work on

Practice your session plans

Create the role play spreadsheet

Ensure you have all the kit that is needed

**AT THE WORKSHOP**

**6. The day before starting - Setting up the workshop**

Ensure that the training room has a back table where all the resources and materials for each day are laid out

Include the role play labels that will be needed

preparing resources for each session and keeping them in labelled envelopes makes this very easy

Complete role play allocations

With your co-facilitators, go through the whole of day 1 and day to make sure you are all organised, especially the first session. Have a plan if you have to start an hour late.

**7. Day 1 - 4**

Arrive in plenty of time

Support each other through the day

At the end of each day, ensure to:

o Debrief – run over the day quickly, what is working well, what is difficult for participants or you? How do you need to adjust?

o Plan together for tomorrow

o What support / encouragement can you give each other?

o Special sessions with unusual resource needs or to practice before tomorrow? Ensure the room has its posters organised to give a visual memory of each days work, whilst retaining clear space for the next day’s work.

Review the parking lot poster and/or learning & reflection time outputs

**8. Day 5**

Celebrate a successful LPT with your co-facilitators! Agree who will process the workshop evaluation forms Write down any learning notes for you as a trainer

Ensure that individual and team plans are with the people responsible for carrying them out

**9. The week after**

Finish evaluation forms

Catch up on email etc

Individually or with your cofacilitators, based on reflect from the evaluation forms identify **growth areas:**

o for WV in local partnering

o for you as a trainer

o for you as a partnering practitioner and resource person

# CHECKLIST: Get Organised for Your LPT Role Plays

Here are some simple check-box lists you can use to help you to run a smooth and successful role play sequence at LPT. This checklist does NOT include recruiting participants / extra RP coaches. It does NOT replace the detailed guidance!

**Role play coordinator preparation:**

Spreadsheet for each coach

Ensure all preparation according to “Guidelines BEFORE the workshop” Ensure all RP Coaches have practiced RUNNING the role plays

Ensure all RP Coaches have practiced DEBRIEFING the role plays (using ARLP or ORID)

Logistics – venue ready with space for each role play

Flipchart – plenary – Character Groups for “Role Play Preparation” session 2A (with coach names and RP locations)

Flipchart – plenary – Role Play Groups for RP1 – 4 (with coach names and RP locations)

All handouts are prepared; see sequence below and in ‘Guidelines for Role Play Coaches – DURING

the workshop’ p4

Venue check – space, breakout room as required

Choose and obtain appropriate PROPS for the role-players (eg tie, cap, medal etc)

**ALL COACHES**

**Preparation**

Coach personal preparation

Read carefully the “Guidelines for DURING the workshop”. Read carefully the Session Plan

Facilitation Materials needed for role plays are there: flipchart, sticky notes, pens

Role play kit: name tages, spare copies of handouts, time cards

Flipchart of PB Pairs

Flipchart showing timing for the role play (introduction & briefing, pb preparation, get into role, Role

Play, debrief)

**IN THE ROLE PLAY**

**1. Introduction**

Check everyone is present

Review meeting objectives and ensure everyone knows the purpose of the meeting

Provide the output from the last role play (if relevant) Ensure character briefs are being used

**2. Specifics per role play:**

Identify anything unique to the individual role play

Ensure that you understand the overall partnering content for that role play

**3. PB Preparation**

Ensure everyone is preparing

Support planning by all the PB pairs

**4. Transition to Role Play**

Announce roles for the role play and give everyone their nametag

Check the PBs are getting ready

Remind characters to get into character – their needs and ideas for this RP Brief the observers – what do you want them to do, and comment on?

**5. Role Play**

Stay silent

Provide time checks as needed – don’t stress the PBs

Ensure observers are outside the RP space

**6. Derole**

Appreciation

Collect name tags, collect props

**7. Debrief**

Use ARLP / ORID

Connect conversation to partnering principles and theories

**8. Closing**

Instructions for where to go next (plenary, track session, etc) Reminder of any homework (eg read character briefs)

Carefully store any RP outputs (eg flipcharts generated in the RP) for the next RP

**9. Specifics for each role play:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role Play Preparation** | **RP1** | **RP2** | **RP3** | **RP4** |
| Role Play Instructions  AFTER ROLE PLAY  1:  Give out character briefs | Role Play Instructions  Character briefs | Role Play Instructions  Character briefs  CFC Youth-Lit brief | Role Play Instructions  Character briefs  Project options –  Handout  *(use with care!)*  Project options – flipchart  Prioritisation tool | Role Play Instructions  Character briefs  Partnership Health Check Tool  Spidergram Flipchart |