

## Module 1: Putting the Training Programme in Context

### Purpose and Content

This introductory module formally opens the Training Programme through a brief Opening Ceremony that starts with an invocation and the singing of the National Anthem. The organizer and of the Training Program and officers of the ILO–STEP Philippines welcome the participants and explain the context and set the tone of the 4–day training. Through the welcome remarks and messages, it is hoped that the participants will be able to capture the importance and relevance of the training activity in to the actual management and operationalization of their respective HMIS. This is also the right time to introduce the participants and facilitators to each other.

In this introductory module, the participants and organizers of the Training Programme will level off their expectations during the 4 –day training. This will provide the participants an opportunity to raise relevant issues pertinent to the training, clarify related issues and agree on the overall training methodology to be adopted and norms to be observed.

A time is also allotted for the sponsors and organizers to present in more detail the background and context of the training activity as it supports the overall goal of social protection in the Philippines. These presentations will clarify the importance of the Training Programme and its role to the overall effort on making social protection, particularly health care, available, accessible and affordable to all segments of the country, particularly those in the formal economy.

### Objectives

By the end of this module, the participants are able to:

- (1) feel the warm welcome of facilitators, organizers/sponsors and other co–participants to the Training Programme
- (2) clarify their expectations with the desired outputs of the training
- (3) appreciate the purpose and rationale of the training activity with the overall goal on social protection in the country

## Sessions and Methodology

Sessions	Major Topics	Duration	Methodology	Supplies/ Materials
Session 1.1 Opening Program	* Welcome by organizers/ sponsors * Introduction of Participants	30 minutes	Opening Ceremony	Welcome Cut Outs Masking tape
Session 1.2 Levelling of Expectations	* Expectations of training of outputs and methodology * concerns/fears related to the training	30 minutes	Individual Exercise (use of meta cards) Plenary Discussion Spot Checks	Flip Charts Meta Cards Pentel Pen Masking tape
Session 1.3 Rationale of the Training Programme	* ARP-DAR Project	30 minutes	Plenary Presentation Open Forum	Slides Handout – ARP DAR Project

## FACILITATOR'S GUIDE

### Session 1.1 : Opening Program

1. Welcome the participants to the training. Explain that you will start the Training Programme with a brief Opening Ceremony.
2. Request those previously assigned officials or staff to lead the Invocation and the singing of the National Anthem.
3. Call afterwards the representative of the organizing agency to welcome the participants and give a brief message. You may assign one to do the welcome remarks and another to give the message.
4. Recognize afterwards all the participants. You can introduce them on an individual basis or as a group. You may want to innovate by requesting them to add one adjective that describes them.
5. Distribute the cut-outs of the word "WELCOME" to each of the participant. Instruct them to complete the puzzle based on the template posted on the walls. Advise those that formed one letter to stay as a group and come up with a group presentation by singing one stanza of a song. Encourage them to give their group a name. This grouping can be used in the subsequent modules.
6. Call one group at a time to make the presentation. Start with the group who formed the "W." After presenting their number, ask them to post their formed letter on the designated space in front.
7. Call the next letter and so on until all presentations are complete. Bring the attention of participants to the coined word "WELCOME."
8. You can devise another way of welcoming the participants.
9. In addition, to set the mood right, ask the participants to sing "Smile a While" or any appropriate song to initiate the training with a good spirit.
10. Close the ceremony by thanking all for coming to the training.

### Session 1.2: Levelling of Expectations

1. Begin this session by emphasizing the need to level off three aspects of the Training Programme with the expectations of the participants. These include the desired objectives of the training, the methodology to be used, as well as their fears and concerns related to the training activity.

2. For this exercise, explain that each participant will contribute their own expectations and by writing their answers on meta cards to the three questions below. (You may place this on slide of flip chart).

**Guide Questions**

- (1) What do you expect to accomplish in this training program?
- (2) What kind of approach of methodology would you like to adopt in the training?
- (3) What fears or concerns do you have about the training?

3. Distribute meta cards and ensure that each participant has a pentel pen.
4. Use color codes for the ideas to be shared by the participants. For expectations on objectives or outputs, you may assign the green colored cards; for the desired methodology – the yellow color, while “fears and concerns” may be written in blue cards.
5. Advise participants to write as many expectations as they have of the training, but to write one expectation only per card. As a rule, they can only write at most 3 lines, only a phrase and not a complete sentence, and written in big bold letters which can be read at the back of the training room.
6. Mount the corresponding flip charts where they will pose the “expected outputs,” “expected methodology” and “fears/concerns”.
7. Request the participants to pose their own ideas and to tape similar ideas together.
8. Once everybody has completed posting their ideas, double check the clustering of what they shared.
9. Clarify and discuss with the participants these expectations by cluster and relate it with the set objectives of the training. Do the same for the “expected methodology.”
10. For “fears and concerns”, clarify those that can be answered through the training. Acknowledge the validity of their other concerns but be honest that these may not be responded by the Training Programme.
11. To summarize the output of this exercise, flash the slides on objectives and training modules emphasizing what were common with their expectations.
12. Run through the Program of Activities with the participants by flashing the slide, highlighting the time to start, major sessions, and the

overall flow of the training sessions. Go through the sections of the Participant's Kit to make them familiar with the content.

13. Ask participants for further clarification and try to respond to each as appropriate.

### **Training Norms**

14. In support to the agreed-upon methodology that was suggested by the participants, further elaborate on the norms that one must be observed during the training.
15. In this regard, ask the participants to look at the three objects you are holding and write down what they see. Show first the (a) glass which is half-filled/half-empty; (b) a sheet of paper with a spot on the side; and (c) the picture of an old woman/young girl.
16. Ask them to share what they saw. Observe their varying responses and distinct descriptions of each object. Highlight the differences. Ask them what these imply about norms in the training.
17. Display next the slides on key suggestions to make the training programme more participatory:
  - Be here now
  - Be 100%
  - Observe flexibility, sensitivity and tolerance
  - Have fun

### **Spot Checks**

18. Explain that before you start with the major sessions, you would like to get an overall perspective about the participants' level of awareness about key topics in the Training Programme. Explain that this is quite important for better facilitation of the training and to better appreciate the contributions of the group.
19. For this purpose, explain that you want the participants to accomplish the Spot Checks you have prepared beforehand, and which are posted at the back or side (where not seen by the participants in plenary).

Spot Check 1: "I am familiar in setting up, running and monitoring a community-based health micro-insurance scheme"

Spot Check 2: "I am aware of the gender issues and concerns and how to become more gender sensitive"

20. For this preliminary activity,

- 20.1 Display the slide showing a sample of the spot check.
  - 20.2 Explain that these spot checks will reflect how the participants rate themselves with regard to the particular questions asked.
  - 20.3 Advise them to select their own symbol to represent their own rating on the spot check and to place these symbols on the continuum.
  - 20.4 After everybody has placed their own rating, you may post the spot checks where everyone can see the profile of whole group.
21. Explain that you will be referring to these spot checks every now and then in the subsequent modules. Thank them for participating in this exercise.

### **Session 1.3: Rationale of the Training Programme**

1. Introduce this session by explaining that the Training Programme will be more appreciated if all can review its importance or key role in the overall goal of the program/project they are currently implementing.
2. Request the coordinators/organizers to provide a more detailed background why the Training Programme was mounted up. At this point, you should have advised the presentors to relate what they are presenting with the outcome of the Spot Checks. If there are two presenters, it is preferred that an open forum will ensue after each presentation.
3. Facilitate the “question and answer” forum by encouraging participants to make clarificatory questions. You can also encourage them to write their questions or comments on meta cards.
4. At the end of each presentation, provide a synthesis of what were presented and summarize the issues raised and clarifications made. Highlight the importance of the Training Programme to their overall goal.
5. Distribute the handouts.

**SLIDES**

**(Please refer to the powerpoint slides-  
Module 1: Putting the Training Programme in Context)**

**Annexes**  
**Slides for Module 1: Putting the Training  
Programme in Context**