

RESOURCE FROM:

**IMPLEMENTING HPV VACCINATION PROGRAMS:
PRACTICAL EXPERIENCE FROM PATH**

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Sample Training Agendas for Master Trainers

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Sample training agendas for master trainers

From Vietnam: Sample agenda for a 4-day training course for master trainers at provincial and district levels

Time	Duration	Content
Day 1		
8.00 – 8.15	15'	Welcome participants
8.15 – 8.30	15'	Opening remarks and participants introduction
8.30 – 8.45	15'	Pre-test
8.45 – 9.15	30'	- Introduction of training course' aims, participants - Introduction of Demo project
9.15 – 10.00	45'	Participatory learning methods
10.00 – 10.15	15'	Tea-break
10.15 – 11.30	75'	- Cervical cancer - HPV vaccine - Questions – answers (Q&A)
11.45 – 13.30		Lunch
13.30 – 13.35	5'	Warm up
13.35 – 14.50	75'	HPV vaccine and other materials management: - Cold chain - Distribution and store HPV vaccine - Practices on assess cold chain inventory
14.50 – 15.05	15'	Tea-break
15.05 – 16.00	45'	Safe immunization: - Safe HPV vaccine, - Safe injection, - Waste management
16.00 – 17.00	60'	AEFIs surveillance
17.00 – 17.15	15'	Q&A and summary
Day 2		
8.00 – 8.05	5'	Warm up
8.05 – 8.20	15'	Review contents of day 1
8.20 – 9.20	60'	Collecting list of eligible girls
9.20 – 10.20	60'	Planning on HPV vaccination (2 strategies: school based and community based)
10.20 – 10.35	15'	Tea-break
10.35 – 11.30	55'	Organizing HPV vaccination campaigns based on school and community (2 strategies)
11.30 -13.30		Lunch
13.30 – 13.35	5'	Warm up
13.35' – 15.35'	120'	- Practices on organizing HPV vaccination campaigns (role- play) - Watching VCD on organizing immunization campaign and analysis

Time	Duration	Content
15.35 – 15.50	15'	Tea-break
15.50 – 16.50	60'	Data collection, report and management
16.50 – 17.05	15'	Q& A and summary
Day 3		
8.00 - 8.05	5'	Warm up
8.05 - 8.20	15'	Review contents of day 2
8.20 – 9.20	60'	Supportive monitoring and supervision
9.20 – 10.20	60'	Social mobilization
10.20 – 10.35	15'	Tea-break
10.35 – 11.05	30'	Guide on making detail plan of HPV vaccination campaign
11.05 – 11.30	25'	Practice on making detail plan of HPV vaccination campaign
11.30 – 13.30		Lunch
13.30 -13.35	5'	Warm up
13.35 – 15.35	120'	- Practice on making detail plan of HPV vaccination campaign (<i>etc.</i>) - Presentation and discussion on detail plan of HPV vaccination campaign
15.35 – 15.50	15'	Tea-break
15.50 – 16.50	60'	Presentation and discussion on detail plan of HPV vaccination campaign (<i>etc.</i>)
16.50 – 17.05	15'	Q&A and summary
Day 4		
8.00 – 8.05	5'	Warm up
8.05 – 8.20	15'	Review contents of day 3
8.20 -10.20	120'	Rehearsal by participants: - Cervical cancer & HPV vaccine - HPV vaccine, other materials management - Safe immunization - AEFI surveillance
10.20 -10.35	15'	Tea-break
10- 35 – 11.30	55'	Rehearsal by participants (<i>etc.</i>) - Planning on HPV vaccination - Organizing HPV vaccination campaign
11.30 -13.30		Lunch
13.30 -13.35	5'	Warm up
13.35 – 14.35	60'	Rehearsal by participants (<i>etc.</i>) - Data collection, report and management - Social mobilization
14.35 – 15.05	30'	Update new regulations on immunization
15.05 – 15.55	50'	Questions& answers
15.55 – 16.05	15'	Tea-break
16.05 -16.45	40'	- Post test - Training evaluation
16.45 – 17.00	20'	Closing

From Uganda: Sample agenda for Training of Trainers

Day & Time	Session	Topics	Sections of Manual
DAY 1			
8:00 - 8:30 am		Arrival and registration	
8:30 - 9:30 am	Intro	Climate setting (Introductions, objectives and pre-training evaluation)	
9:30 - 10:00 am	One	Introduction to the HPV vaccine demonstration project	1.0
10:00 - 11:00 am	Two	Cervical cancer epidemiology	2.0, 2.1, 2.2, 2.3, 2.4, 2.5
11:00 - 11:30 am		Break Tea	
11:30 – 1:00 pm	Three	HPV Vaccines	3.0, 3.1, 3.2, 3.3, 3.4, 5.3, 5.4, 5.5
1:00 - 2:00 pm		Lunch	
2:00 -4:00 pm	Four	Vaccine management and logistics for HPV: preparing the session, vaccine and supplies needs, packing and transporting vaccines (cold chain)	4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 5.1
4:00 - 5:00 pm	Five	Injection safety and waste management	5.6
5:00 pm +		Dinner	
DAY 2			
8:30 - 9:00 am		Recap of previous day's proceedings	
9:00 - 10:30 am	Six	Conducting the immunisation session: setting up session, flow of session, step-by-step immunizations	3.4.1, 3.4.2, 5.0, 5.2, 5.3, 5.4, 5.5
10:30 -11:00 am		Break Tea	
11:00 - 12:00 pm	Six	Conducting the immunisation session, part 2: Practical	3.4.1, 3.4.2, 5.0, 5.2, 5.3, 5.4, 5.5
12:00 - 1:00 pm	Seven	Data collection, compilation, reporting	6.0, 6.1, 6.2
1:00 - 2:00pm		Lunch	
2:00 -3:00 pm	Eight	Monitoring & supervision	6.1, 7.0
3:00 - 4:30 pm	Nine	Monitoring and management of AEFIs	8.0, 8.1, 8.2
4:30 pm+		Dinner	
DAY 3			
8:00 – 8:30 am		Recap of previous day's proceedings	
8:30 – 10:00 am	Ten	Sensitization and mobilization, using IEC materials, rumour control	9.0, 9.1, 9.2, 9.3, 9.4, 9.5
10:00 - 10:30 am		Prepare to the trainees/trainers to practice what was taught	

10:30 -11:00am		Break Tea	
11:00 -1:00 pm		Practice what was taught: sensitize district officials	
1:00 – 2:00pm		Lunch	
2:00 - 4:00 pm	Eleven	District micro-planning, way forward, timeline	
4:00 – 4:30 pm	Twelve	Evaluation of training, administrative issues	
		Official closure	
4:30pm+		Departure	