

The Training Resource Package for Family Planning: Quick Start Guide

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What Is The Training Resource Package (TRP)?

The TRP is designed to be the key resource for trainers, supervisors and program managers. It offers high-quality, user-friendly resources and materials for designing, conducting, and evaluating training for family planning (FP) service providers.

Key Features of the TRP

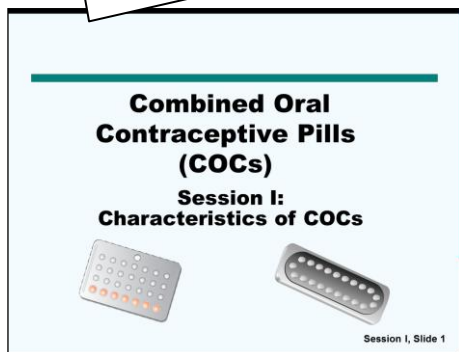
- **Evidence-based technical information** that is based on and reflects the latest World Health Organization (WHO) family planning guidance in the [Medical Eligibility for Contraceptive Use, Selected Practice Recommendations for Contraceptive Use](#) (and its [2008 Update](#)), and [Family Planning: A Global Handbook for Providers](#).
- **A variety of training modules** on the core skills of FP provision and on specific FP methods. Modules are designed to reach a wide audience including physicians, other clinical providers and frontline health care workers, including community health workers (CHWs).
- **Web-based format for easy access and easy updates.** The TRP is housed on its own website, at www.fptraining.org. As new materials are developed, they will be added; as technical guidelines change, outdated materials will be revised or removed.
- **Adaptable materials** that are designed to be tailored both for the country in which they will be used and for the needs of the intended learners. Wherever possible, materials are provided as Microsoft Word (.doc) or PowerPoint (.ppt) files to make adaptation easier. In some cases, only Portable Document Format (.pdf) files are available.
- **Materials appropriate for both preservice and inservice training** and applicable in both the public and private sectors.
- **Guidance on how to design and implement training.**

What is Included? Each training module includes:

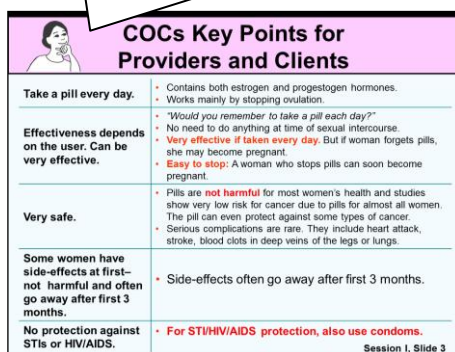
- Session plans, listing all module materials
- Presentation slides in PowerPoint format
- Case studies and role playing exercises
- Knowledge assessments and skills checklists
- Job aids and handouts
- Activities and games

Presentations contain three types of **color-coded slides**:

Technical information slides have a pale **green** background.



Pictorial slides have a pale green background with a **pink header**. They are especially useful for **trainees with lower literacy skills**.



Slides that focus on **research study conclusions** have a pale **blue** background.



Using the Training Resource Package—Eight Steps

Follow these eight steps to develop effective training using TRP materials.

Step 1: [Assess performance needs](#)

Step 2: [Assess training needs](#)

Step 3: [Write your training goal and learning objectives](#)

Step 4: [Identify TRP modules related to the learning objectives](#)

Step 5: [Review and adapt TRP materials](#)

Step 6: [Create a training schedule](#)

Step 7: [Gather supplies and prepare to conduct training](#)

Step 8: [Pre-Test the Curriculum](#)

An overview of each step is below. For more details, consult the Facilitator's Guide (either the [overall Facilitator's Guide](#), or the specific guide for your chosen module).

Step 1: Assess performance needs

Before devoting resources to developing a training program, make sure that lack of skills and knowledge is a primary cause of the performance problem or challenge that you are facing. See details in the [overall Facilitator's Guide](#), or the Facilitator's Guide included with each module, for advice on how to do this.

Step 2: Assess training needs

Often during a performance needs assessment, the provider's training needs are identified by defining the difference between the provider's current and desired Knowledge, Attitude and Skills (KAS). Clinical training curricula should be developed based on national, evidence-based standards and guidelines.

Step 3: Write your training goal and learning objectives, and assess learners

To develop an effective training program, follow the steps of the instructional design process,¹ including:

- Writing a training goal based on a performance needs assessment,
- Determining who should participate in the training,
- Assessing the learners' instructional needs,
- Writing learning objectives, and
- Determining how to evaluate learning.

Learning objectives are included in each module and can be modified based on your performance needs assessment.

Step 4: Identify TRP modules related to the learning objectives

- Available modules are listed on the [Training Modules](#) page of the TRP website. Browse through these modules to identify which ones pertain to your training goal and objectives.
- Review the learning objectives for the selected modules (learning objectives are included in the web page for each module, and in the downloadable Facilitator's Guide for each module).
- Select the modules that address your learning objectives and are likely to fit into your timeframe.

Step 5: Review and adapt TRP materials

Review the Illustrative Session Plan and presentation slides for each module that you have selected. Note that most of the modules include a series of presentations. You do not need to use all sessions in the series, and you can adapt each individual presentation by deleting or adding slides. Download the materials you want to use, and adapt them as needed.

Step 6: Create a training schedule

A sample training schedule is included in each module. The training schedule or agenda indicates starting and ending times of activities. Modify the training schedule to suit your needs. Select the appropriate ice breakers, energizers and closing activities from the collection on the "[Conducting Training](#)" page of the TRP website.

Step 7: Gather supplies and prepare to conduct training

Gather supplies and materials needed to conduct training—such as flip charts, pens, a computer, a projector, and copies of job aids and handouts. Practice using the job aids and giving instructions for activities. Anticipate questions and prepare answers. Prepare the space in which the training will take place.

Step 8: Pre-Test the Curriculum

Hold a trainers' workshop to finalize the curriculum. Organize a pre-test of the curriculum. Keep good notes of the training times, content, methodologies, time management, and feedback from trainees. Revise the curriculum based on what you have learned.

¹ Instructional Design Learning Resource Package, Second Edition, JHPIEGO, 2012 <http://reprolineplus.org/resources/instructional-design-learning-resource-package-second-edition>

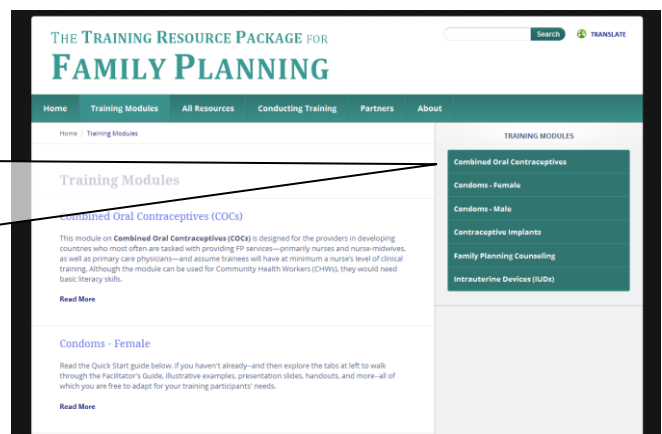
Navigating the TRP Website (www.fptraining.org)

The homepage gives general information about the Training Resource Package, its purpose, and its partners. There are three main navigation tabs most people will be using:

- [Training Modules](#)
- [All Resources](#)
- [Conducting Training](#)



Training Modules
This page shows an alphabetical list of the available modules. Sub-page menus are in the sidebar navigation, here.



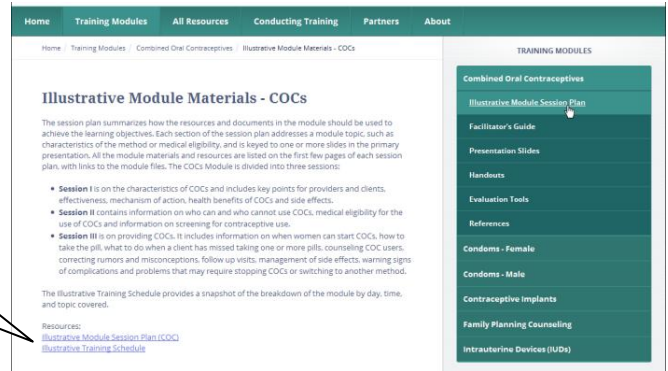
Module Structure
Clicking on one of the modules in the sidebar navigation will open its sub-page structure. Clicking here...



...opens this:
(All modules follow the same structure.)

Module Sub-pages

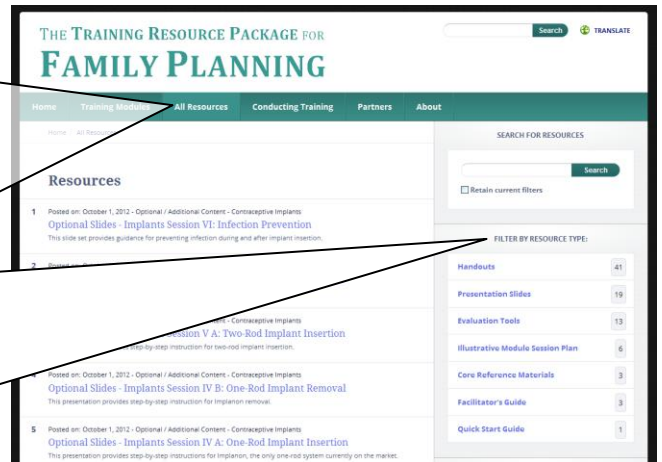
Each module sub-page contains a description of that section of the module, plus links to **resources** that relate to that section.



All Resources


This is for people who want to browse through all the available resources, or find one specific resource quickly without having to remember where it is in a given module's structure. All resources are listed here, in the order they were posted (most recent on top).

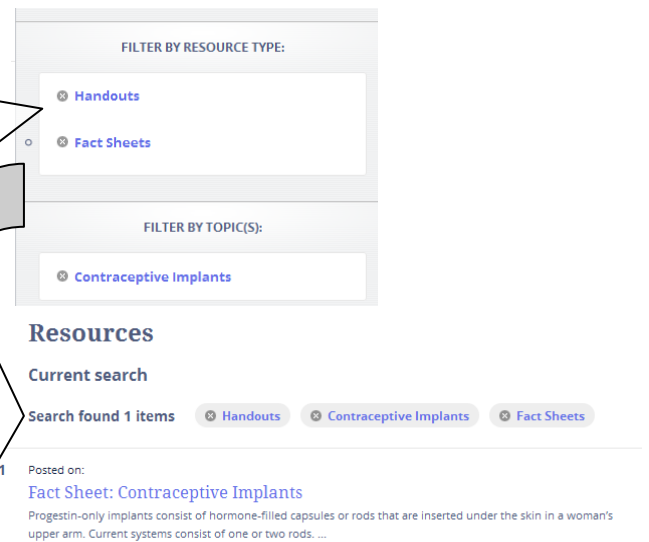
You can narrow down to a specific resource quickly by using the **Filters** in the sidebar.



Filtering Resources

Imagine you are looking for a fact sheet that you remember from a training on implants. Under "Resource Type", click on "Handouts". This expands to show the types of handouts, including "Fact Sheets". Under "Topic(s)", click on "Contraceptive Implants." In three clicks, you have found the item you were looking for.

(Click on the  to remove a filter.)



Conducting Training

The "Conducting Training" page includes resources which can be useful supplements for any of the TRP modules. This list will continue to expand as we add more resources.

Conducting Training

These games, energizers, and how-to references are to help trainers feel more confident in designing useful supplements to any of the TRP Modules.

Resources:
[Icebreaker Options](#)
[Facilitating Role Playing Exercises](#)
[Role Play Observation Checklist](#)