

German WASH Network

WASH in Emergencies Training of Trainers (ToT) Report

Yangon, Myanmar

25th – 30th November 2019



Trainers:

Dr. Oliver Hoffmann, Johanniter International Assistance

Thilo Panzerbieter, German Toilet Organization

Anne Lloyd, Freelance humanitarian aid worker/trainer

Training report: 5.12.19

Table of Contents

Table of Contents	2
1.0 Introduction	3
2.0 Workshop Learning objectives.....	3
3.0 Participants	3
4.0 Trainers	4
5.0 Content.....	4
5.1 Preparation work.....	4
5.2 Agenda.....	4
5.3 Day 1	5
5.4 Day 2	7
5.5 Day 3 and morning of Day 4.....	7
5.6 Day 4, afternoon	8
5.7 Last session of Day 4 & morning of Day 5: Individual practice sessions... 9	
5.8 Afternoon of Day 5.....	9
5.9 Day 6	11
6.0 Participants' evaluation forms.....	11
6.1 Self-evaluation before and after the WASH ToT	11
6.2 Content.....	12
6.3 Format and methods.....	12
6.4 Training / Facilitation team.....	12
6.5 Overall rating of the workshop.....	12
6.6 Most important achievement/learning of the workshop.....	12
6.7 Describe the learning on one word.....	13
7.0 Comments and recommendations from the Facilitation team	13
Thanks.....	14
Appendix 1: List of participants	15
Appendix 2: Trainers	15
Appendix 3: Agenda	20
Appendix 4: Participants' development of action plans.....	21
Appendix 5: Compilation of participants' evaluation forms.....	24

1.0 Introduction

The Training of Trainers (ToT) course is part of an initiative of the German WASH Network, funded by the Federal Foreign Office of Germany, contributing to capacity building stream of the German humanitarian WASH strategy. The ToT aims to prepare participants who have attended WASH in Emergencies workshops from Asia, Africa and MENA as trainers; encouraging South-South learning and networking among regionally active German WASH Network members and local partners, strengthening linkages to existing regional and international humanitarian networks.

The workshop was held at the Jasmine Palace Hotel, Yangon, Myanmar from the morning of 25th November until lunch-time on Saturday 30th November 2019. Arche Nova did the supporting logistics within Myanmar.

2.0 Workshop Learning objectives

By the end of the workshop, participants will be able to:

- State the principles of adult learning and apply them to designing and running a WASH learning event.
- Define content, and write aims and objectives for WASH training workshops.
- Demonstrate a range of training and facilitation skills.
- Prepare for running a WASH learning event in the field or for their organisation.
- Devise tools and techniques for assessing learning needs and for evaluating training.

3.0 Participants

The aim was to have 15 – 20 participants who have already attended a regional WASH workshop between 2015 and 2019. Unfortunately, one participant (from Malawi) was not able to attend at the last minute, due to problems getting a visa for Myanmar, and one participant arrived 2 days late due to visa problems (from Pakistan). One participant from Arche Nova joined at the last minute. In total there were 16 participants, plus a carer for one participant who is blind. The participants came from Africa (Uganda, DRC), Asia (Philippines, Indonesia, Thailand, Myanmar, Pakistan, India, Nepal) and Europe (Germany) and work for 15 different organisations. Ten participants were male, and six were women. The full list of participants is attached in Appendix 1.

4.0 Trainers

There were 3 trainers/facilitators for this ToT:



Thilo Panzerbieter



Dr. Oliver Hoffmann



Anne Lloyd

Thilo Panzerbieter: Executive Director of the German Toilet Organization

Dr. Oliver Hoffmann: Public Health Adviser, Johanniter International Assistance, joint Sphere Focal Point for Germany, Approved Sphere ToT Trainer and certified CHS trainer

Anne Lloyd: a freelance trainer/facilitator with a background in public health in emergencies.

A summary of the background of the trainers is in Appendix 2.

5.0 Content

5.1 Preparation work

The participants were tasked to do some preparation 2 weeks before the training, which included thinking about their learning expectations, reminding themselves about Sphere by reading the WASH chapter, especially the guidance notes, thinking about some challenging training scenarios and preparing for a 10 minute practice session.

5.2 Agenda

The agenda is attached in Appendix 3 and was comprised of trainer led sessions, participant led sessions and sessions to recap and discuss learning progress and way forward.

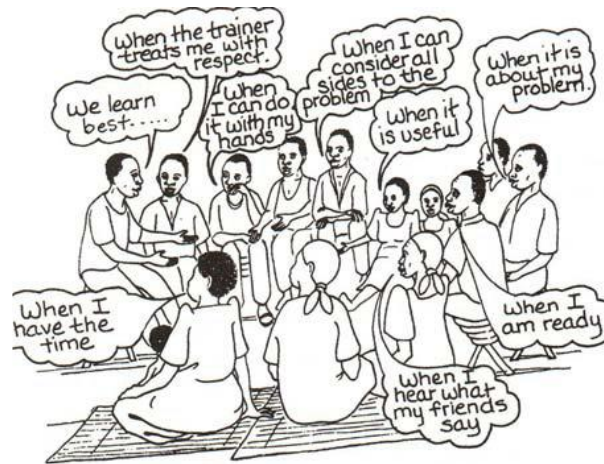
Small groups of participants led a review of the previous day's learning each morning, using a variety of fun interactive methods, e.g. Pass the parcel (ball of questions) with music, Kahoot, Jeopardy. A booklet on adult learning (prepared by Ana Urgoiti) was emailed to each participant at the end of Day 1.

5.3 Day 1

- The introduction session started with a fun drawing exercise to help with introductions and to get everyone thinking about the role of a trainer. All the trainers and participants introduced themselves and a large chart was compiled with names, work location and ranking of experience.



- The participants noted their expectations, which were placed on the wall. Information was shared about the training venue, meals etc. and training processes were agreed including having a parking lot to log questions/points for further discussion, a resources list, and a system of reviewing (3 participants to conduct a morning review of the previous days learning) and feedback (small groups to gather and give feedback to the facilitation team at the end of each day). The learning objectives were reviewed, matching to the participants' expectations and the agenda. Tips were shared on how to open a workshop. A learning diary format was given to participants, to help take notes on what was learnt and what they will do with the learning.
- The second session was a thematic introduction with a focus on re-visiting key WASH topics of the WASH regional workshops, to help reactivate WASH in Emergencies knowledge and identifying gaps, with a group work session on three WASH in Emergencies topics: water, sanitation and hygiene promotion.



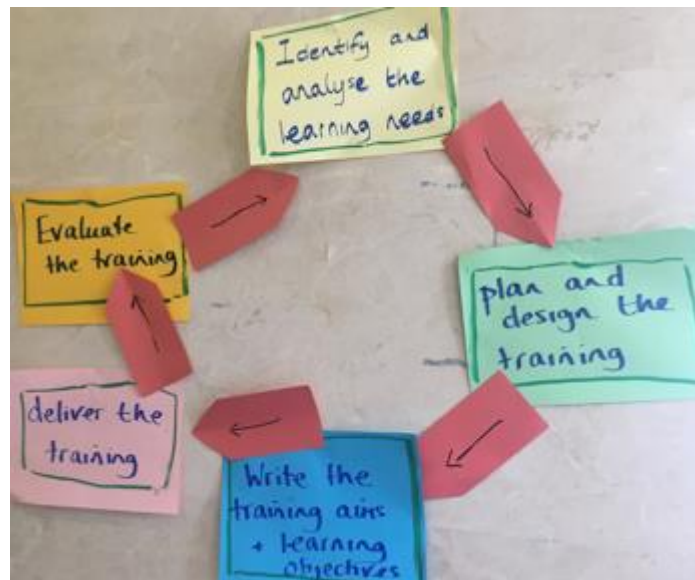
- In the afternoon, there was a session on adult learning with a key message that knowing about the experiential learning cycle & the four different learning styles will help to design stimulating and effective training sessions.
- An exercise using 21 words was done to stress the point "I hear - I forget, I see - I remember, I do - I understand."
- The final session was about the role of the trainer, which covered the three key roles of a trainer: Instructor, Facilitator and Learner and the responsibilities of a trainer in terms of process and content and learning environment. An interactive exercise to think about skills and attitudes of the different roles was included in the session.



5.4 Day 2

The 2nd Day focused on training methods and setting participants up for their practice sessions.

- The first session was on training course development, which included planning training in a logical order, starting with a learning needs assessment and the importance of setting learning objectives and using session plans.



- This was followed by a session on training methods and techniques, explaining that the type of training method that is used will depend on the relevance to the learning objectives, the expectation and abilities of the learners, the mix of learning styles and the time available to do the method.
- After lunch the instructions for the participant-led practice session was explained with a printed instruction sheet of information. Several topics were offered (selected by the facilitators based on key topics and gaps highlighted in the WASH session on the previous day). The participants had the remainder of the day to prepare for their session, six groups, each of two or three participants. Each group was helped and supervised by one trainer of this training.

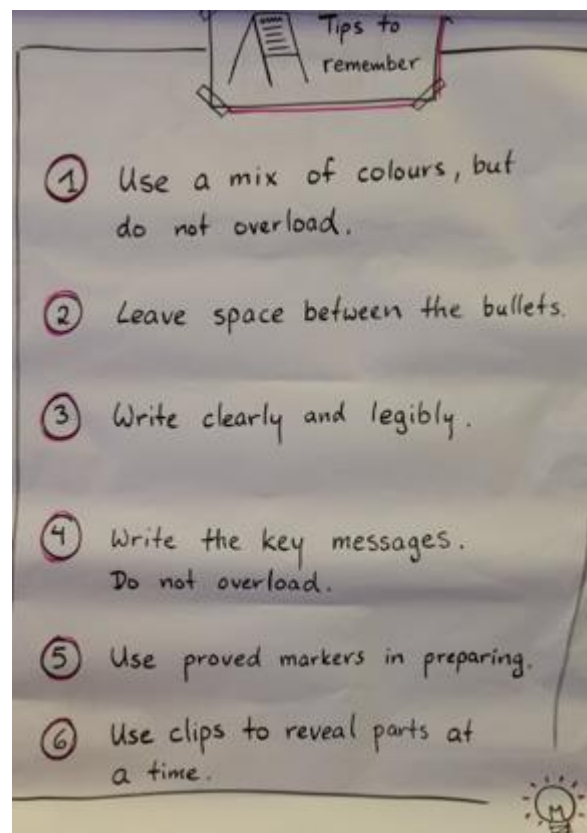
5.5 Day 3 and morning of Day 4

- There were six practice sessions for 60 minutes each with 30 minutes feedback, on day 3 and until lunchtime on day 4.
- The topics were:
 - Promotion of hygiene services by Community Volunteers
 - Accountability in WASH
 - WASH and gender
 - Water assessment
 - Sanitation market based programming
 - WASH and DRR

- The feedback was led by the facilitators using a variety of methods, always starting by asking the participants how they felt the session went first and checking if they wanted some feedback. After the feedback, the participant received the last word for what they will do next time to improve. All the facilitators offered to give individual feedback if requested by the participants.

5.6 Day 4, afternoon

After the practice session, there was a session on training tips, which included practical tips for using flipcharts, coloured cards, Powerpoint, and time management.



5.7 Last session of Day 4 & morning of Day 5: Individual practice sessions

Each participant did a short 10-minute session, followed by 5 minutes of feedback.

The sessions were:

- Assessment following earthquake in Philippines
- Evidence based planning
- Sphere
- Equity
- Accountability
- Solid waste management
- Market-based programming
- Osmosis and reverse osmosis
- WASH & nutrition
- Sanitation
- Outcome challenges in WASH in communities & schools
- Community Engagement
- F diagram, disease transmission
- Children's participation in emergency programming
- Surveys/assessment

The participants used a variety of methods for these short sessions, with many interactive exercises and minimal use of PowerPoint presentations. Feedback was given in a concise way after each presentation.

5.8 Afternoon of Day 5

- Following the practice sessions, there was a session on pre and post training, with ideas for organising the learning environment including the room and the venue (group work doing a poster), suggestions for selecting resource people and participants (group work doing a role play), marketing of a training (group work with a flipchart) and evaluation (using a PowerPoint).
- The final session of the day was a reflection from the practice sessions, with a discussion and brainstorming. This was the outcome of the group work on the four selected topics:
 1. *Tips for trusting your audience*
 - show patience
 - appreciate their answers
 - remember their names
 - give clear info/message to the audience
 - call out a name to be part of your presentation
 - give short feedback to your audience / appreciate
 - give them room to think & respond
 - Collecting background of participant in advance to include them
 - Respect your audience
 - Listen to audience ideas

- Interact during breaks if you feel like it
 - Don't under-estimate
 - Be brief but concise in giving instructions for activities
2. *Tips for trusting your co-facilitator*
- Co-ordination with each other
 - Share the activities/lesson plan, develop together with the co-facilitator
 - Responsibility
 - Respect each others ideas
 - Don't interrupt, if needed politely ask or find a form to do it
 - Work together, prepare together
 - Proper session plan
 - Listen, first do not to dominate nor manipulate (coordinate, communicate, collaborate)
 - Feedback, with each other before and after the session
 - Give enough time & space to develop each one thoughts.
3. *Tips for clear instructions*
- Well preparation
 - Make short notes/points – Big enough to read
 - Make it first before you start the role play; even before you divide into groups
 - Make it loud & clear instructions, step by step, indicate time
 - Make it visible/written
 - Direct to point
 - Ask participants whether the instruction is clear/concept check
 - Write them down
 - Choose clear background, marker pens, colours that match
 - Give instruction first before giving workshop materials
 - Prepare all materials that participate will need at convenient location
 - Prepare – if you are using PowerPoint - & if there is no power, there is no point.
4. *Tips for time-keeping*
- Keeping a timer in front of you
 - Managing the discussion
 - Agenda should include time for “movement” grouping, etc.
 - Clear instruction before group work
 - Prepare your content with respect to time
 - Factor in the time that will be lost during movement/shifts
 - Coordinate with co-facilitator or assistance
 - Relax, but be mindful
 - Back-up plan & flexibility
 - Practise timing yourself before the session
 - Plan buffer time at the end

- There was a social evening, with a visit to Shwedagong Pagoda and a restaurant meal.



5.9 Day 6

- The first session of the final day was spent developing action plans, the participants worked in groups completed a plan for the various training programmes; the list was typed and is attached in Appendix 4.
- During the final session it was checked that all the questions on the Parking Lot were answered. The learning objectives and expectations were reviewed; this was done by the participants marking the expectations on the wall with either a red dot for not met (no one), a yellow dot for partly met (a few, mainly as they wanted more WASH information and green dots for met (the majority). A quick review of the week was done with the participants looking at their learning diaries. There was a very short review exercise in the final session (“Just a minute” – talking on different topics); this was cut short as a couple of the participants were leaving early. The participants completed evaluation forms. Certificates of attendance were given to each participant with a USB of all the session plans, the photos of the flipcharts and the film of their practice session.

6.0 Participants’ evaluation forms

The compilation of the participants’ evaluation forms is in Appendix 5 with all the rankings presented as graphs and all the comments.

6.1 Self-evaluation before and after the WASH ToT

The participants ranked themselves against the learning objectives at the beginning and the end of the ToT, and there were clear changes, with a higher ranking at the end of the ToR for all the objectives, demonstrated by the graphs in Appendix 5.

6.2 Content

- All 16 participants felt the content of the workshop matched with expectations, with 14 marking it as “strongly agree”
- There was more variety of views on the question: “The workshop included an exchange of knowledge and the connection of local active WASH network members and its partner organizations”, with 7 marking “strongly agree” and 7 marking “agree” and 2 marking “neither nor”.
- The content obviously suited the needs of the participants as 15 participants wrote: “strongly agree”, and 14 also wrote “strongly agree for their intention to pass on the knowledge to their colleagues.
- In the question on “I would have liked to get additional information on” 6 out of 16 participants mentioned various topics summarized in the appendix.

6.3 Format and methods

- Overall the participants were happy with the format and methods of the workshop, with 11 participants marking “I strongly agree”. It was thought there was a good learning environment with a range of training methods, a couple of participants mentioned they would have liked more time to prepare and practise training sessions.

6.4 Training / Facilitation team

- The participants ranked the preparation and competency of the training team very highly, with 15 participants marking “strongly agree” for “trainers were prepared and competent”. And 14 “strongly agree” that the workshop was effective and appropriate.
- There were lots of helpful comments for the facilitation team - see Appendix 5.

6.5 Overall rating of the workshop

- The participants noted what they liked most and there were several comments about the training tips, the facilitation skill and the practice sessions. There were only a few comments on what was liked least – a couple of participants felt the days were long.
- Fifteen participants marked the workshop as being very good, with one marking it good; and 14 would recommend it to others (1 strongly agree), with 2 marking “agree”.

6.6 Most important achievement/learning of the workshop

- There was a wide variety of comments as can be seen by the list in Appendix 5, perhaps they could be summed up with one of the comments: “Tips & tricks and trust”.

6.7 Describe the learning on one word

- All the words used were positive, with several marking it as 'excellent'.

7.0 Comments and recommendations from the Facilitation team

At the end of the training, the facilitation team had a meeting to discuss the participants' feedback and to share learning points and suggestions for future training programmes.

- The selection of the location should be carefully considered, although it was an excellent hotel, it was not easy for people to get visas or to get direct flights for Myanmar; the choice of the location should depend on access in terms of visa and travel.
- The pre-workshop tasks should be refined, ensuring it matches the training sessions; e.g. they could use Power Point for the 10-minute sessions and the session plan formatted so it is the same throughout (keeping it simple), and the Task 3 should be removed (thinking as a trainer).
- The adult learning booklet is very useful it would have been used more if it were printed for each participant.
- The session on training tips was very popular; this could have been merged with the reflection session, with time to discuss the key training tips and learning points from the practice sessions.
- One suggestion for the "Role of a Trainer" session is to start with a brainstorming of methods that each of the three roles would use could be done FIRST (that was part of a later session). Once participants have listed and discussed these, they could think about the skills that each role needs. This may be more useful, since it is easier for participants to think about the concrete methods before thinking about abstract skills that would be required.
- The feedback methods worked well; one suggestion would be to ask the participants to write down their challenge for the short practice sessions and then the facilitators and other participants give feedback on that specific point.
- If possible, it would be good to film the feedback, so the participants can review it later as many were not taking notes during the feedback.
- There are a few suggestions for the content:
 - Include documentation of training in the training tips
 - Include tips on getting people into groups and giving instructions on group exercises
 - Include the training cycle in the adult learning booklet and in the session on adult learning
- The daily feedback was helpful, but it is suggested to also include more variety of methods, which would help for the session on 'Pre & post training', Pocket chart voting was done one day, but it would be good if participants have the opportunity to practise other methods.
- There should be one template for a simple session plan.





- The Parking lot should have been better explained; it was not used properly, and all the facilitation team should be clear on how it is being used.
- The learning diary worked well, but the facilitation team should always ensure all there is time for the participants to complete it and keep reviewing the learning. One suggestion is to divide the learning diary sheet so it is more structured. The trainers should remember to always end each session with the main message and key learning points.
- The facilitation team all had different styles and worked well together, but a point to remember for future training is to ensure the training/facilitation team are clear about their roles and responsibilities.
- This training programme included an extra half-day compared to the previous ToT, which was thought to be useful; it is essential to ensure all the participants are there for the beginning and the end of the training programme.
- The programme was quite packed and it would be a good suggestion to end early one afternoon to get participants a break and some rest/sight-seeing time.
- The practice sessions were a highlight, and were much appreciated by the participants.

Thanks

Many thanks to:

- Carsten/Arche Nova for their help with logistics and administration and for organising the social evening
- Lorenz (ArchNova) and Alex (GTO) for their assistance with filming & sorting out the documents for the participants' USB
- Mae Thet (ZOA) for her local knowledge
- All the participants for engaging, participating and taking care of each other so well throughout the training programme

Appendix 1: List of participants

PICTURE	FIRST NAME	LAST NAME	ORGANISATION	COUNTRY	E-MAIL
	Alexandra	Höhne	German Toilet Organization (GTO)	Germany	alexandra.hoehne@germantoilet.org
	Arthur	Letim	Life Haven Center For Independent Living	Philippines	vidart1@yahoo.com
	Carsten	Hartmann	ArcheNova	Germany	carsten.hartmann@arche-nova.org
	Fahrunnisaa	Kadir	ASB Indonesia and The Philippines	Indonesia	fahrunnisaa.kadir@asbindonesia.org

	Hameed	Ullah	Deutsche Welthungerhilfe	Pakistan	mian.hameedullah@welthungerhilfe.de
	Isaac	Ayena	Welthungerhilfe	Uganda	isaac.ayena@welthungerhilfe.de
	Lasantha Pushpa	Herath	Malteser International	Thailand	lasantha.herath@malteser-international.org
	Lorenz	Ewers	Arche noVa	Germany	lorenz.ewers@arche-nova.org
	Mariama	Ndiaye	UNHCR	Democratic Republic of Congo	ndiyemariama2000@yahoo.fr

	May Thet Nwe	Oo	ZOA	Myanmar	thetnweoo.may@gmail.com
	Mita Julinartati	Sirait	Wahana Visi Indonesia	Indonesia	mita_sirait@wvi.or.id
	Meiyoshi	Masgon	Xavier University Sustainable Sanitation Center	Philippines	mmasgon@xu.edu.ph
	Ravi Lochan	Paudyal	Gramin Mahila Srijanshil Pariwar (GMSP)	Nepal	ravigmsp@gmail.com
	Roufi	Williams	WORLD VISION INDIA	India	Roufi_Williams@wvi.org

	Yadav	Mainali	Save the Children International	Nepal	yadav.mainali@savethechildren.org
	Yogendra	Chitrakar	Environmental Camps for Conservation Awareness	Nepal	yogendra@ecca.org.np

Appendix 2: Trainers

There were 3 trainers/facilitators for this ToT:



Thilo Panzerbieter



Dr. Oliver Hoffmann



Anne Lloyd

Anne Lloyd: a freelance humanitarian aid worker, based in Oxford UK; who has worked in many emergencies around the world in WASH and Health sectors. Also, works as a trainer, having trained on a variety of humanitarian topics, including Sphere and WASH (especially on Hygiene Promotion) in emergencies. Email: anne@alloyd.co.uk

Oliver Hoffmann: Oliver is working as Public Health Advisor for Johanniter International Assistance. He is convinced that the right to life with dignity can be put into practice by implementing the Sphere Handbook including the Core Humanitarian Standard and the Minimum Standards in humanitarian response. As well as being a CHS approved trainer and a Sphere ToT trainer, Oliver also contributed to the development of CHS, Sphere and WASH specific training materials and publications. Email: Oliver.Hoffmann@johanniter.de

Thilo Panzerbieter: Thilo is Founder and Executive Director of the German Toilet Organization and Chair of the German WASH Network. A civil engineer by degree, he is specialised in water supply and sanitation. He has been involved in the development of a wide range of developmental and humanitarian WASH trainings. He has facilitated events and sessions at many international conferences, like the World Water Week and Ministerial Meetings of Sanitation and Water for All. E-Mail: thilo.panzerbieter@germantoilet.org

Appendix 3: Agenda

WASH Training of Trainers I November 25-30, 2019 I Yangon, Myanmar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:30 - 09:00		2.1 Review	3.1 Review	4.1 Review	5.1 Review	6.1 Review
Session 1 (09:00 – 10:30)	1.1 Welcome and Introduction of Participants	2.2 Training Course Development	3.2 Practice Session – Group 1 (Co-Facilitation Exercise)	4.2 Practice Session – Group 5 (Co-Facilitation Exercise)	5.2 Practice Session (Short Individual Training Sessions – Part 2)	6.2 Development of Action Plans (for Upcoming Trainings)
	Tea / Coffee Break	Tea / Coffee Break	Tea / Coffee Break	Tea / Coffee Break	Tea / Coffee Break	Tea / Coffee Break
Session 2 11:00 – 12:30	1.2 WASH in Emergencies Recap Regional Workshops and Key WASH Topics	2.3 Training Methods and Techniques	3.3 Practice Session – Group 2 (Co-Facilitation Exercise)	4.3 Practice Session Group 6 (Co-Facilitation Exercise)	5.3 Practice Session (Short Individual Training Sessions – Part 3)	6.3 Way Forward Evaluation & Closing
	Lunch	Lunch	Lunch	Lunch	Lunch	End of the Training
Session 3 (13:30)	1.3 Adult Learning Principles	2.4 Conducting Practical Sessions Practice Sessions Set Up	3.4 Practice Session – Group 3 (Co-Facilitation Exercise)	4.4 Use of Training Tips	5.4 Pre- and Post Training	
	Tea / Coffee Break	Tea / Coffee Break	Tea / Coffee Break	Tea / Coffee Break	Tea / Coffee Break	
Session 4 (15:30)	1.4 The Role of a Trainer	2.5 Practice Sessions Preparation	3.5 Practice Session – Group 4 (Co-Facilitation Exercise)	4.5 Practice Session (Short Individual Training Sessions – Part 1)	5.5 Learning Reflection from the Practice Sessions	
	Dinner	Dinner	Dinner	Dinner	Social Evening	
		Time for group preparation of practice sessions (as required)	Time for individual/group preparation of practice sessions (as required)	Time for individual preparation of practice sessions (as required)		

Appendix 4: Participants' development of action plans

Country	Upcoming WASH in Emergencies related learning Events in	When? Where?	Host Organizer(s) Trainer(s)	Is it possible to invite other Organizations to the events	Is there a possibility to co-facilitate with another WASH-trainer from this ToT	What support do you need from the German WASH-Network
Nepal	Kathmandu, Nepal Regional WASH-Workshop	May 2020 Kathmandu, Nepal	GTO ECCA	Yes	Williams, Hameed Yadav,Ravi	Resource, Invitation
India	WASH in emergencies ToT	2020 Bihar, India	WASH ALLIANCE	Yes	Williams, Hameed Yadav, Ravi	Fund, Invitation
Nepal	WASH Sharing Workshop	Kathmandu 2020	Save the children ECCA	Yes	Williams, Hameed Yadav, Ravi	Technical support/ guidance Guest lecture
	Review Meeting (Zoom-Online)	June/July 2020	Williams	Yes	Williams, Hameed Yadav, Ravi	
Pakistan	WASH Mainstreaming in DRR	March 2020 Pakistan	WHH, PAK	Yes	Williams, Yadav, Ravi	Technical support

Myanmar	Planning Workshop WASH 2020	3.-5. Dec South east Myanmar (Taungoo)	ZOA May Thet Tim	No	No	Not yet
Myanmar	Water Quality Test Training	Mid-Dec. or beginning of Jan. 2020	ZOA May thet UNICEF	Yes (national)	Yes (national)	Not yet
Uganda	Groundwater monitoring & Quality testing+ Analysis	February 2020 Kampala	WHH-Uganda ISAAC/ GEORGE	Yes (national)	Hameed (WHH-Pak)	Not decided on yet
Uganda	Capacity Dev't of NUWS on O&M of water facilities	Kampala	GIZ MWE-Uganda (ISAAC)	Yes (national)	Yes	Will get in touch later
Congo	Multiplier of WASH ToT	Baraka, DRC Dec. 2019	UNHCR for NGO (GWN) in s.Kivu Mariama	No	No	Not yet
Uganda	Community based WS management	Arua, Uganda Feb 2020	UNHCR+ NGO Mariama+?	Yes	Yes	Will get in touch later
Indonesia	In-house for ASB staff	December 2019 Yogyakarta	ASB/ C/O Nisaa	No	Depending on schedule/ Mita	Materials (available), resources
Indonesia	In-house for WVI staff	May 2020 Sulawesi	Wvi/ Mita	No	Depending on schedule/ Nisaa	Available materials, resources
Philippines	Training for WASH emergencies	2020 Philippines	DILG-	Yes	William, Ram Yes, Arthur	Materials resources

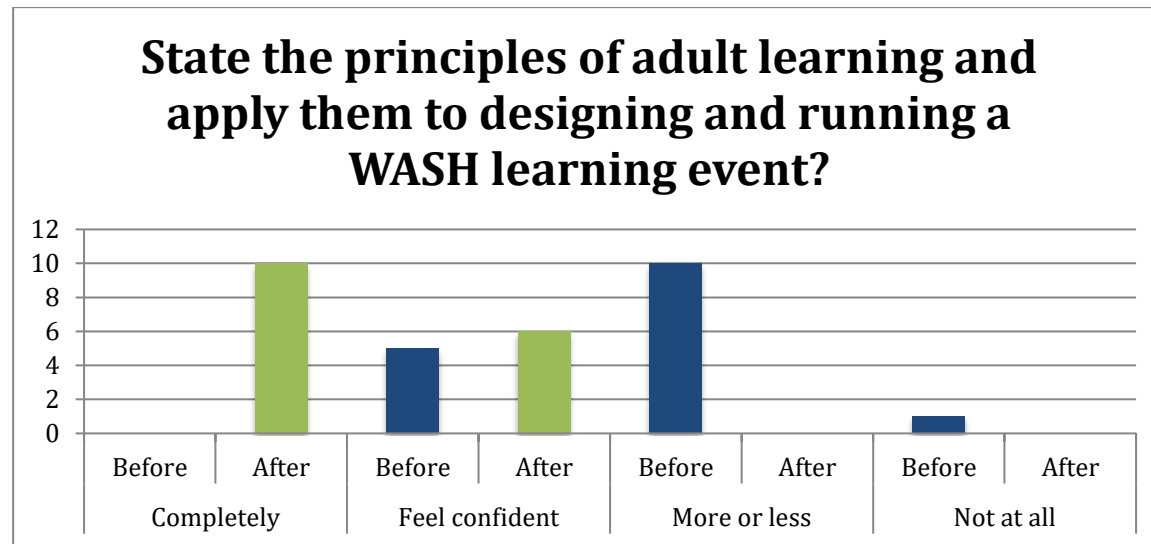
Philippines	WASH in emergencies (in-house) XUJPRSM	Feb 2020 Philippines	XUJPRSM	Yes	Mei, Doc Jun FTI Fdn Depending on schedule/ Mita	Available resources
Philippines	WASH in emergencies refresher	Jan 2020 Philippines	XU social development cluster	Yes	Depending on schedule/Mita	Available resources
Indonesia	MBP	May 2020 Sulawesi	ASB/ WVI	Yes	Nisaa, Mita, Anang	Available resources
	WASH Training (MHM)	March 2020	Novel	Depends on the funding	Yes Art, Doc Jun Mei/Mita/Nisaa	MHM materials, resources
Indonesia	WASH in emergencies w/ WASH-network Indonesia	2020 Indonesia	WASH network Indonesia	possible	Yes: all regional participants from Indonesia	Material, resources
	WASH DRR	Feb/march 2020	WVI	possible	Yes, regional participants	Material

Appendix 5: Compilation of participants' evaluation forms

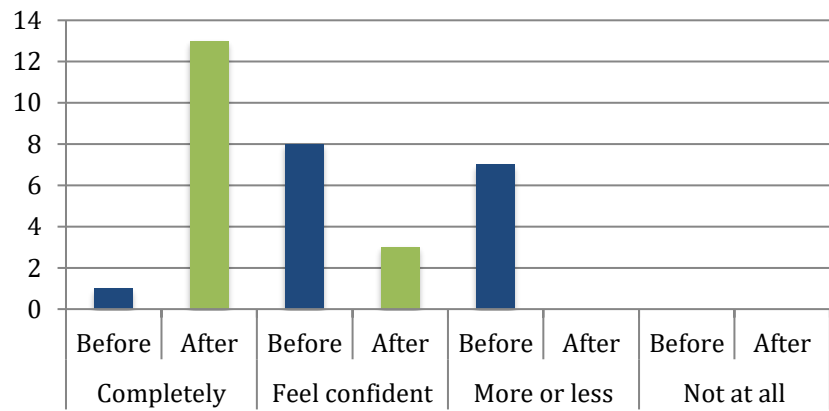
Self-Evaluation (BEFORE)					
Before starting the training, can I...	Completely	Feel confident	More or less	Not at all	Blank
State the principles of adult learning and apply them to designing and running a WASH learning event?	0	5	10	1	0
Define content, and write aims and objectives for WASH training workshops?	1	8	7	0	0
Demonstrate a range of training and facilitation skills?	0	10	5	1	1
Run a WASH learning event in the field or for my organisation?	2	9	4	0	0
Devise tools and techniques for assessing learning needs and for evaluating training?	1	6	8	1	0

Pre and post-evaluation of learning objectives: Self-Evaluation (AFTER)					
Before starting the training, can I...	Completely	Feel confident	More or less	Not at all	Blank
State the principles of adult learning and apply them to designing and running a WASH learning event?	10	6	0	0	0
Define content, and write aims and objectives for WASH training workshops?	13	3	0	0	0
Demonstrate a range of training and facilitation skills?	13	3	0	0	0
Run a WASH learning event in the field or for my organisation?	13	2	1	0	0
Devise tools and techniques for assessing learning needs and for evaluating training?	9	7	0	0	0

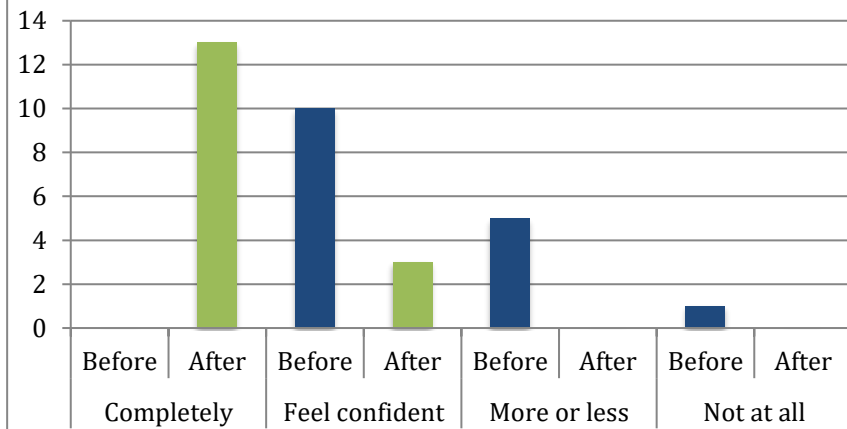
Graphs to demonstrate participants' rankings against learning objectives before and after the ToT



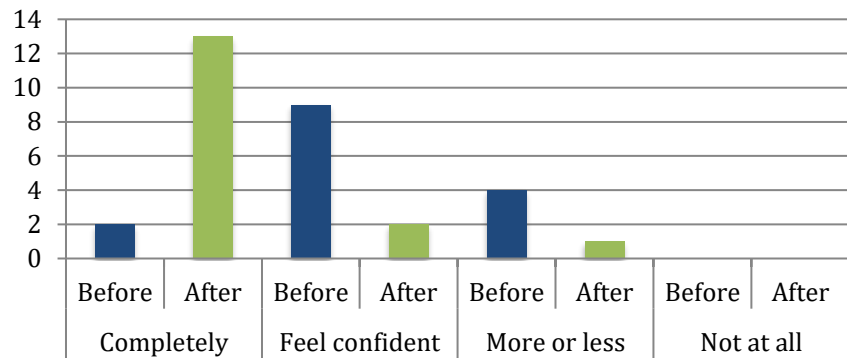
Define content, and write aims and objectives for WASH training workshops?



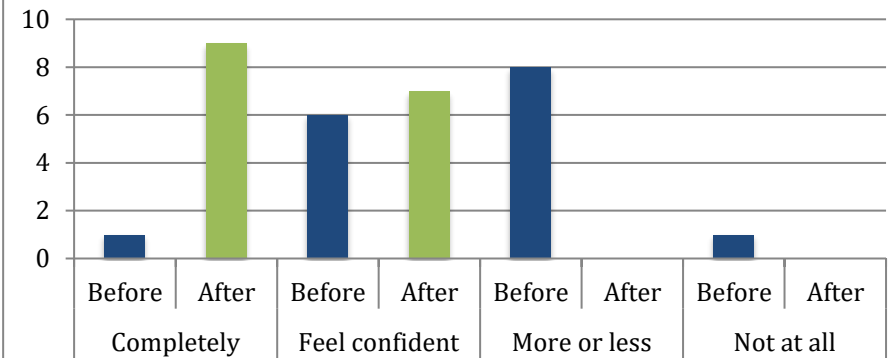
Demonstrate a range of training and facilitation skills?



Run a WASH learning event in the field or for my organisation?

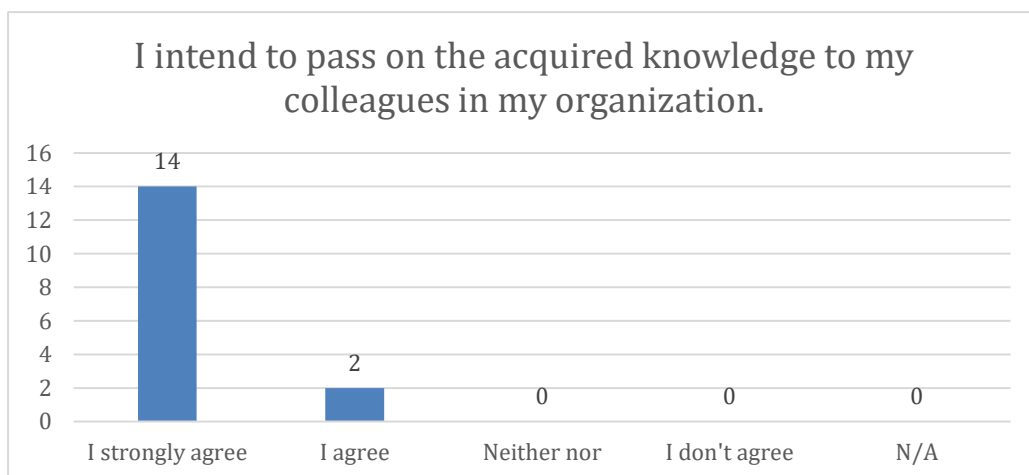
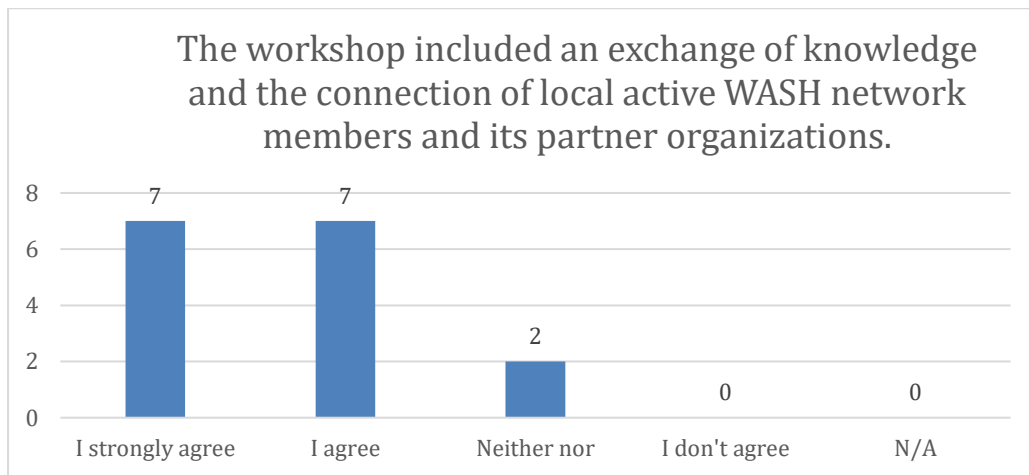
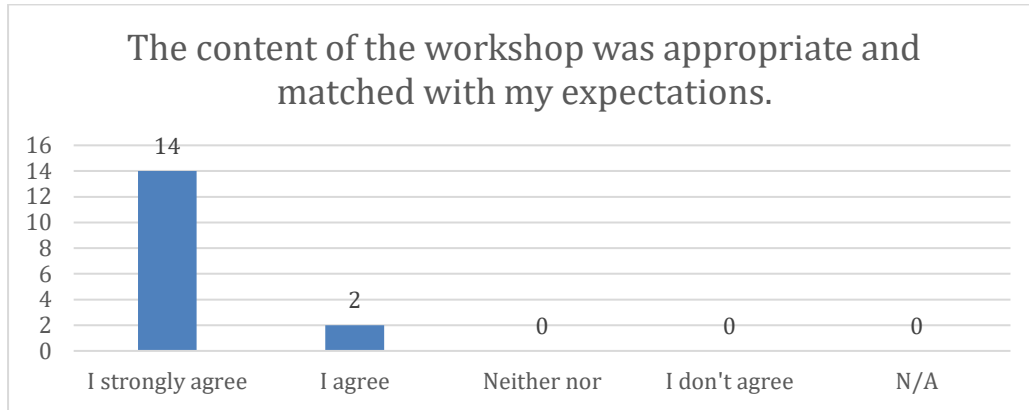


Devise tools and techniques for assessing learning needs and for evaluating training?



Content of the workshop:

- A summary of comments is already stated in 6.2



I would have liked to get additional information on these topics:

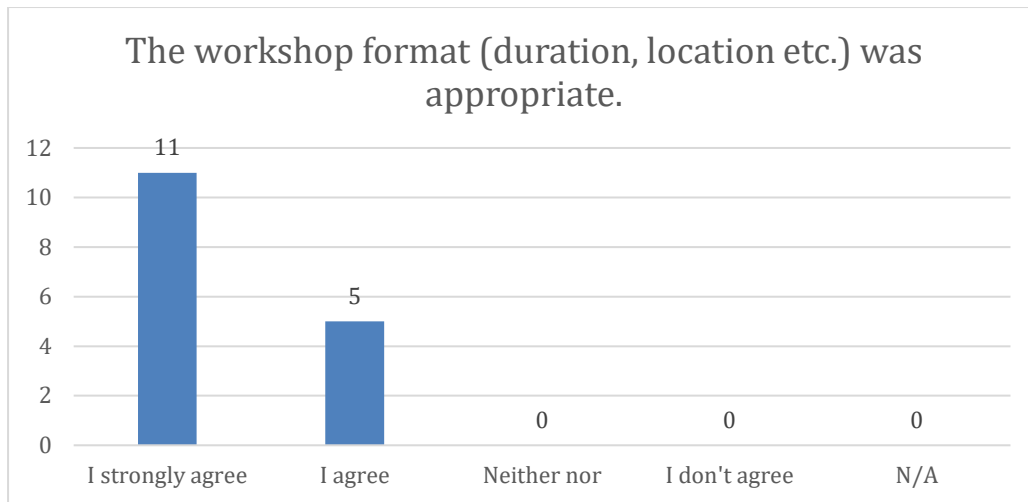
- WASH DRR training materials
- How the WASH network will follow up on trainers to measure/see success & adaptation
- I was really enjoying the part of Thilo when he talked about Training tips, & I would personally love to extend it
- GTO's publications on WASH, study materials of WASH (latest & relevant, by emails)
- Potential co-facilitation opportunities to challenge & evaluate myself to see whether I am ready to be a trainer in national & international trainings
- More time for preparation of presentation sessions to apply learnings properly and feel positive about the outcomes
- Upcoming opportunities for trainers

Format and methods

Overall the participants were happy with the format and methods of the workshop, with 11 participants marking "I strongly agree"

The comments were:

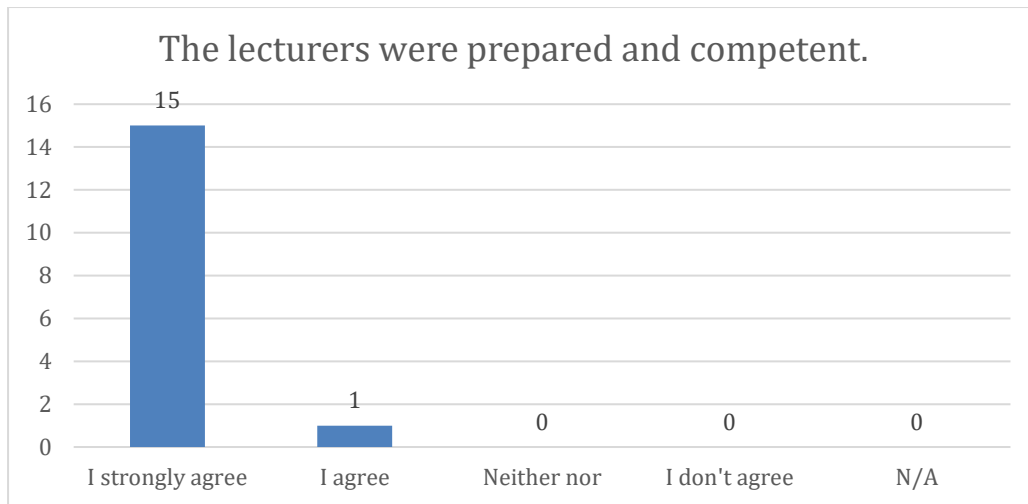
- Different training formats were applied during the training although inclusion of persons with visual impairment was not much attended to
- It was well-organised, very good learning environment
- It is more kind of action orientated session
- Because it is necessary to cover all the topic for all participants coming from different backgrounds and with different level of knowledge and experience
- It provide sufficient learning without any pressure, stress & time constraints during activity and session
- no free time
- we have time to practise in a group & individually
- ...it was basically focused on the practical session & live feedback
- The balance between theory session and practical was good; had adequate time to practice/apply learning
- As this was a ToT, facilitators have applied range of methods & provided tips, this w/s format was very good for me; location was also good
- It as well organised, & very good learning environment
- Agenda & preparation of practice and individual session was demanding
- Visa could have been difficult, venue very comfortable, session room was excellent
- We could cover all the topics, but as just 6 days of accommodation was given some had to leave early



Training / Facilitation team:

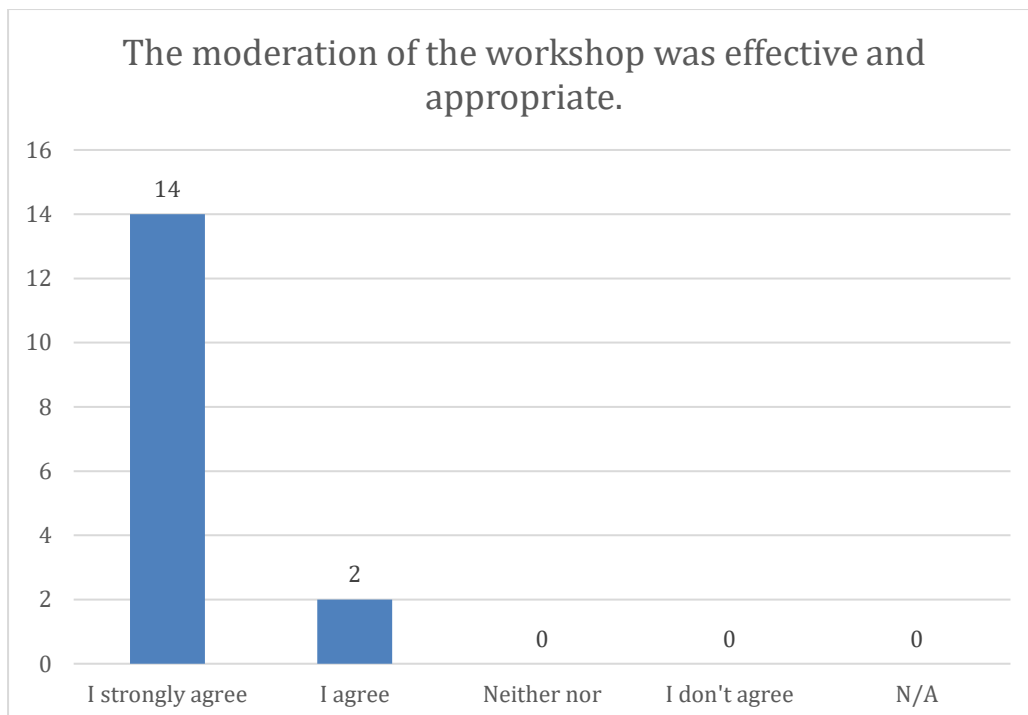
The participants ranked the preparation and competency of the training team very highly, with 15 participants marking “strongly agree” for “trainers were prepared and competent”. And 14 “strongly agree” that the workshop was effective and appropriate.

- Maybe next time, the facilitators could have a joint feedback session with each trainee (individually) to offer feedback
- Because everyone is very confident, well-informed on WASH in Emergencies & have attended the Regional WASH - very helpful start for selection of participants
- Clear messages visualised content responding to feedback; I get the message
- I appreciate the lovely & friendly environment & giving value to each participant
- Well experienced trainers/learn a lot during the session as well as during breaks, there were all very willing to support participants at any time
- It was a great opportunity to participate ToT with such great experienced facilitators, they were fully prepared and expert on subject matters.
- Because everyone is very confident, well-informed on WASH in Emergencies, & have attended the regional WASH - very helpful start for selection of participants
- Trainers had put a lot of thought into methods and content (and combining them)
- Even though they had # styles, they coordinated very well and made the work done successfully



The workshop facilitation was effective and appropriate:

- Better than regional workshop in Davao; I get proper toilet in my room & in meeting room
- The facilitators did very well, very organised, variation of learning activities, many learning styles were shared and very helpful for me



Feedback for Anne:

- Awesome facilitator but maybe you reduce the speed of speaking for participants who are less fluent in English
- Very much like the facilitation methods & actively participated in the sessions

- Anne have good skills to engage participant in the training & very nicely talking to appreciate the [writing unclear]
- Lovely [smiley face]; very organised & well prepared, but sometimes it seems to me that you are under time pressure & not relaxed
- Very lively participation, very much aware of inclusive participation
- Energetic, should relax; thanks for all your effort
- Very active, which I like very much, sometimes looked like in a hurry; I like the interactive methods & your different techniques you use, thank you.
- Better if she speaks a little bit slow; good commanding & excellent facilitation skills
- Vast experience, share her knowledge and experience as much as with participant, open & very supportive, learnt a lot from her
- Very energetic, commanding, clear, very good to relate the topics with field reality (sharing field experiences)
- Hi Annie, I really liked how you handle all the activities, I learned so much & I really wanted to get in contact with you, I hope to hear more tips from you!
- Thanks for your new tips & tricks to evaluate process, feedback process + = Superwoman, time manage very well, very caring with participants (always saying how you feel!) -= please stay relax & take a breath (like Oli :-)
- Personally your style is a bit too hectic for me, not always, but when you used a lot of papers in your hand it seemed a bit hectic
- Spread her own joy and motivation on the topics, sometimes a bit hectic and loud
- Thank you, well done

Feedback for Oliver:

- You are marvellous, I appreciate your calmness, but maybe you could smile a little
- Love the style of facilitation, with calmness & politeness with full of knowledge
- Mr Oliver have very good knowledge of Sphere, and have good technical skills
- You inspired me; I always believed that a trainer should have a smile. Although you look serious, you made your points very clearly, & led participants to be on the track attractively
- Very direct & comprehensive facilitator, in full control of the activities & aware of inclusive facilitation
- Very relax, cool & confident; should come out of relaxation sometime and smile as you said; couldn't differentiate the comments in good & bad from your expressions
- I like the flat face joke, challenging statements that sometime mentioned during facilitation, great, thank you
- Excellent, polite, good commanding & facilitation

- First time met Oliver, expert on Sphere, different training style than others, well experienced, open very supportive learn a lot from her
- Very friendly, supportive and experienced, very effectively addressed the issues had immediate solution; I felt honoured to be his participant of this this training
- Hi Oliver, great facilitating skills, very equipped, well organised, & the facilitation skills is unmatched, I also wanted to learn a lot about facilitating from you!
- I learn a lot from you how to manage your body language, still calm, always straight to the point. I hope I've opportunity to learn Sphere with you in a future
- If, I will do personally
- Shows his experience in a calm an focussed way
- Thank you, well done

Feedback for Thilo

- A wonderful facilitator, you don't speak so fast & gives good tips & feedback
- The most favourite trainer, with full technical knowledge & like the way he controls the group
- Mr Thilo, have excellent skills that holds to deliver the session on very nice way, very polite, respected and [writing unclear].encourage the trainees to give them confidence
- Very organised & well prepared, the way providing feedbacks, suggestions & is very kind & short to the points
- Compliments in every participant after the activities, always giving encouraging words
- Always good to add one new content for previous participants so they could get chance to get your WASH new learnings/[writing unclear]
- Organised, & clear & calm, you give a safe environment; I learned a lot on details & small things that should be though before running a training, thank you
- Excellent, good command on subject matter, & facilitation, smiling face
- I would say he is my role model, humble, down to earth, always willing to support/advice, very clear and organised, would love to be a trainer the way he is
- Always smiley, friendly & helpful, very conscious
- Hi Thilo, finally meeting you in the flesh, I really liked all the tips for training; it is very helpful tool to guide us in our facilitation, thank you.
- You're structure person, time manage, smiling person, I really easy to understand your instructions & topic; I learn from you to receive advice in your stage (I remember Anne disturb you in your presentation & you can control that & using that example for us)
- If, I will do personally
- Added his input from the background, jumped in with [unreadable] experience what I liked
- Thank you, well done

I liked most:

- The workshop was good for me & all my expectations were fulfilled
- Adult learning; activity during session (world cafe)
- I really liked the content of this training and presentation practice from participants
- Tip sessions, learning cycles, roles of trainer, practical sessions
- Everything from 1st day to last day
- Overall learnings, which definitely I use for my organisation staff
- Tips, methods, participatory training, develop a lesson plan & organising a workshop, also to the feedback sessions
- Facilitation skills & the practical session; training tips & facilitation
- Every session, every task & group and practical sessions
- Different facilitation styles, group presentations, feedback methods
- The facilitation, the process & the context well-organised, well-planned
- Content, new methods for feedback & evaluation
- The personalities of the participants, especially in the end
- Practice session
- Great experience sharing with facilitators and participants
- Thank you, well done
- Fun, but very instructive in terms of knowledge & skills transferred to the participants

I liked least:

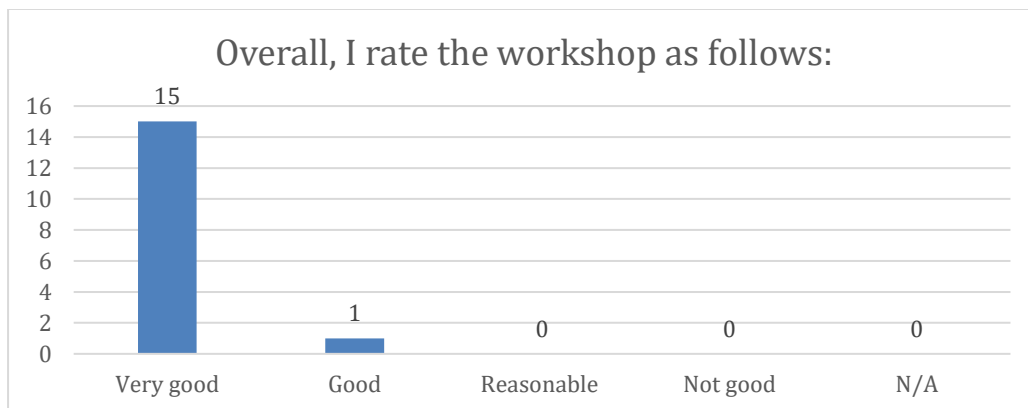
- At the pagoda, I felt some of the facilitators were discussing (me) behind my back; this made me feel real bad
- Start at 8.30 and finish at 6pm, very hectic
- Nothing
- Sudden change of schedule
- Little rest, busy all the time, thinking on task
- Can't find one
- Training schedule was quite busy can be extended up to 5.30; instead of starting at 8.30
- Chinese food, guide that we hired for field trip
- Not any
- Nothing, I think it is super!
- Since, I was not in the regional WS, I did not know so many of the participants, or about their knowledge
- Tough schedule
- The fact that I had to leave early, at least cover the night for the last day and the day before

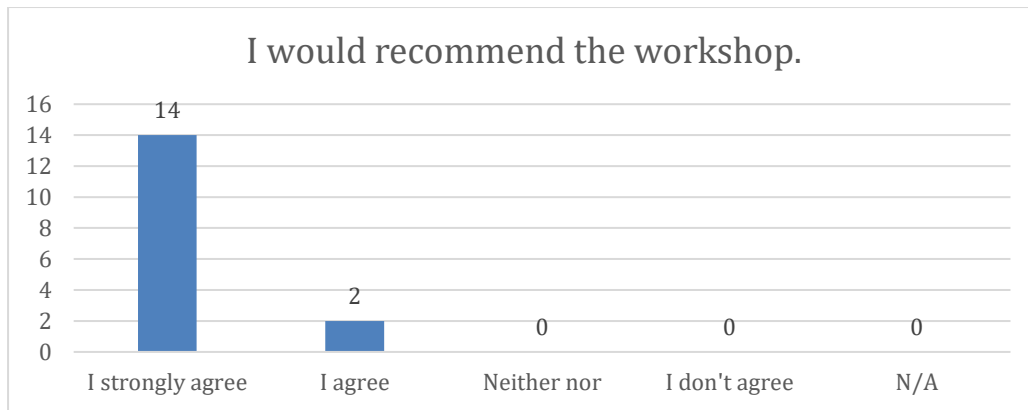
The most important achievement / learning of the workshop was:

- Hope to work with co-facilitators; the individual session too, although there was very little preparation time for me

- My learning take away would be - now I will see more action orientated session and will not depend on PPT presentation
- Trust yourself, lot of confidence
- The workshop provided all the basic principles, techniques, tools & tips which are required for a trainer
- Adult learning and facilitation techniques
- Of course adult learning & its objectives & relating it with content; learn from each other experience also
- Developing lesson plan, techniques/methods on training; adult learning
- It has enhanced my confidence to conduct WASH training in future; I have for the knowledge on content & skills for the presentation
- Learning of adult learning style, how adult learn things, develop sessions for adults in creative organisations focusing adult learning cycle
- Different facilitation skills, getting learning objectives & session plans
- Cover my expectation to get new methods how to effectively transfer WASH topic (basic) to others
- Tips & tricks and trust
- Variety of methods and many use of it
- KISS (smiley face), focus on objectives; variety of methods experiences
- The success of a workshop is in the facilitators' hands

Fifteen participants marked the workshop as being very good, with one marking it good; and 14 would recommend it to others (I strongly agree), with 2 marking “agree”.





Describe this training in one word:

- Challenging, but lovely
- Awesome / learningfull
- Excellent / remarkable
- Cool
- Excellent
- Replicable
- Useful & meaningful (oops, 3 words!)
- More than expected, excellent
- Once in a lifetime
- Excellent
- Super
- Awesome
- Trust
- Learning objectives
- Thanks
- Wonderful