

FACILITATION OF BREAK-OUT SESSIONS – A SUGGESTED ROAD MAP

Please find below a road map for organizing the break-out sessions per day. Feel free to adapt it your context. This example is based on a facilitator team of 2 individuals and an audience divided over 2 working groups.

Break out session 1 (DAY 1)

DAY 1 10:45 – 12:00	Discussion and contextualization to your country's context – achievements, mistakes, lessons learnt and sustainability – SWOT
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Objective	Un-loading from participants; obtain their views of list of achievements; what went well; could be improved
Template to use	None – free discussion
Facilitation	Facilitator 1: Lead the discussion Facilitator 2: Summarize discussion in SWOT Analysis
Output	SWOT analysis

Break out session 2 (DAY 1)

DAY 1 14:15 – 17:00	Redefining your PPD: exercise and presentations
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Objective	Benchmark the PPD against 12 dimensions of the evaluation wheel
Template to use	Exercise on contextualization; use the questions of the evaluation to guide discussion
Facilitation	Facilitator 1: group 1 covers dimension 1-6 of the evaluation wheel Facilitator 2: group 2 to cover dimension 7 to 12
Output	12-slide PowerPoint

Group1: # people – facilitated by facilitator 1; Group2: # people – facilitated by facilitator 2

Presentation with exercises (DAY 2)

DAY 2 09:00 - 10:15	Outreach, Communication and marketing applied to PPD programs: a framework with PSDC exercises
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Objective	Acquire skills in communication
Template to use	Stakeholders' mapping for 1 reform Reform specific messaging Reform specific campaign timeline
Facilitation	Facilitator 2: presenter (new groupings based on 1-2 selection) – the two groups do the same exercises Facilitator 1: supports group 1 ; Facilitator 3: supports group 2
Output	Stakeholders' mapping for 1 reform Reform specific messaging Reform specific campaign timeline

Presentation with exercises

DAY 2 13:00 – 17:00	Monitoring and evaluation: the basics + exercises
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Objective	Understand M&E Familiarize with M&E tools: the evaluation wheel; how to calculate cost/benefits
Template to use	Excel file of the Evaluation wheel and cost-benefits
Facilitation	Facilitator 1: presenter and group 1 Facilitator 2: group 1 – dimension 1 to 6
Output	Evaluation wheel Cost-benefits analysis for one or several reforms

DAY 3 09:00 – 10:00	Business priorities – vision and logframe
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Objective	Define vision, mission statement, goals and objectives Translate into logframe
Template to use	Discussion guide on strategy planning / use “game of majority Logframe
Facilitation	Facilitator 1: presenter and group 1: lead discussion on vision, mission, goals Facilitator 2: lead on translating into logframe
Output	Vision and mission statement Logframe

DAY 3 13:00 – 14:30	Action planning over (x) months
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Objective	Develop a detailed action plan
Template to use	Action plan against the 12 dimensions (excel template) Communication plan template
Facilitation	<u>On 12 points:</u> Facilitator 1: Group 1 Facilitator 2: Group 2 <u>On communications:</u> Facilitator 2: private sector (disaggregate), CSO, media Facilitator 1: communications to donor group, public
Output	Detailed action plan