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**PHASE II TRAINING CURRICULUM FOR RADIO DISCUSSION GROUP FACILITATORS**  
**May 2013**

<b>Time</b>	<b>Sessions/Topics</b>	<b>Materials needed</b>	<b>Summary Content</b>	<b>Remarks</b>
15 minutes	Welcome/Introduction		<ul style="list-style-type: none"> <li>Facilitator should use the opportunity to appreciate the RDG facilitators</li> <li>Everybody introduces themselves by saying their name, Local government area and their occupation</li> </ul>	
40 minutes	Radio brief	<ul style="list-style-type: none"> <li>PowerPoint or Flip chart</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator presents a brief recap of Phase 1 through to the Phase 2 fill-the-gap episodes.</li> <li>Facilitator should highlight changes planned for Phase 3 radio program               <ul style="list-style-type: none"> <li>Longer live phone/text-in segment</li> <li>RDG of the week</li> <li>Awards for RDG with best attendance at the end</li> </ul> </li> <li>Facilitator rounds off with a feedback session where the participants share their different experiences of the radio magazine program (20mins).</li> </ul>	<ul style="list-style-type: none"> <li>This is also an opportunity to get feedback from the participants on what they like and didn't like about the radio drama.</li> <li>The participants should also provide feedback on what their members are saying about the radio drama</li> </ul>
30 minutes	Interpersonal Communication	<ul style="list-style-type: none"> <li>PowerPoint or Flip chart</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator explains the meaning of interpersonal communication               <ul style="list-style-type: none"> <li>IPC is the face-to-face, one-on-one, verbal and non-verbal exchange of</li> </ul> </li> </ul>	It is helpful for the participants to understand the importance of IPC and



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			<p>information or feelings between two or more people</p> <ul style="list-style-type: none"> <li>• The facilitator uses demonstrations to stress that people communicate on many levels, using verbal and non-verbal cues. These signals may be formal, culturally defined or very basic or subtle e.g. gestures, eye contact, body movement, facial expression, etc</li> <li>• Facilitator also demonstrates that in effective IPC the sender is sensitive to the many behaviours the receiver exhibits as a way of communicating their feelings, as well as his/her own verbal signs</li> <li>• Facilitator should highlight the factors that affect effective communication               <ul style="list-style-type: none"> <li>○ Language</li> <li>○ Method/Channel</li> <li>○ Timing</li> <li>○ Tone</li> <li>○ Attitude of the presenter</li> <li>○ Cultural understanding of the sender or receiver</li> </ul> </li> <li>• Facilitator should point out that Good listening habits, accurate reflection, and acknowledgement of feelings are necessary and critical to effective communication. People will be more open and responsive to you if</li> </ul>	<p>how it impacts upon effective facilitation of their groups.</p>





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			they know that their feelings, needs, and concerns are <u>heard</u> and <u>understood</u> .	
30 minutes	Effective facilitation	<ul style="list-style-type: none"> <li>• PowerPoint or Flip chart</li> <li>• Role play</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitator highlights the role of RDG facilitators</li> </ul> <p><b>During Sessions</b></p> <ul style="list-style-type: none"> <li>○ Introduce the topic</li> <li>○ Lead discussions following the guide</li> <li>○ Specify the task and give clear guidelines-keep group focused on task</li> <li>○ Create conducive atmosphere</li> <li>○ Develop ground rules</li> <li>○ Keep track of time</li> <li>○ Allow participation and experience sharing</li> <li>○ Clarify issues</li> <li>○ Exploration of beliefs, feelings and behaviour</li> <li>○ Helps people to be comfortable in discussing the issue</li> <li>○ Connect and link all sessions</li> </ul> <p><b>Outside sessions</b></p> <ul style="list-style-type: none"> <li>○ promote the radio program</li> <li>○ Remind people to listen</li> <li>○ Gather them in a public place</li> </ul> <ul style="list-style-type: none"> <li>• Facilitator should also highlight the qualities of</li> </ul>	<ul style="list-style-type: none"> <li>• The session should be an interactive experience sharing session; it could start by asking the participants to mention what the role of RDG facilitators are and noting these on a flip chart.</li> <li>• The facilitator could also ask the participants to share their thoughts on what the qualities of RDG facilitators are</li> <li>• The role plays should demonstrate 'poor' facilitation and 'good' facilitation; incorporating the main points of the presentation.</li> <li>• The role play is also</li> </ul>



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			a good RDG facilitator <ul style="list-style-type: none"> <li>○ Friendly</li> <li>○ Understands the task at hand</li> <li>○ Innovative</li> <li>○ Draws out others</li> <li>○ Affirms</li> <li>○ Innovative</li> <li>○ Articulate (sound, body, words)</li> <li>○ Observant</li> <li>○ Good time manager</li> <li>○ Listens</li> <li>○ Is approachable</li> <li>○ Put his/her self in the audience shoes</li> <li>○ Patient</li> </ul>	an opportunity to demonstrate how to handle the different types of members e.g. those who constantly interrupt others
20 minutes	<b><i>Tea/Coffee Break</i></b>			
90 minutes	Experience sharing on facilitating RDGs	<ul style="list-style-type: none"> <li>• Flip chart</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitator leads the group in an experience sharing session looking at what currently works in the RDGs and what needs to be improved.</li> <li>• The session should round up with the facilitator clarifying how to 'correctly' run the RDGs. <b>Facilitator should lead a discussion on what has worked well and what needs improvement. Facilitator compiles these comments.</b></li> </ul>	<ul style="list-style-type: none"> <li>• This is an opportunity to clarify:               <ul style="list-style-type: none"> <li>○ The use of the phone cards in following up members.</li> <li>○ The distribution of RDG refreshment and souvenirs; remember that refreshments are</li> </ul> </li> </ul>



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				alternated with souvenirs every other week
30 mins	Using Radio Discussion Guide	<ul style="list-style-type: none"> <li>Radio discussion guide</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator takes the group through the new radio discussion guide</li> <li>Facilitator should emphasize the importance of:               <ul style="list-style-type: none"> <li>Recording notes in the space provided in the guide</li> <li>Noting down questions asked by members in the space provided</li> <li>Recording attendance in the space provided in the guide</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Feedback from the groups led to the development of a simplified guide in the local language; this is a good opportunity to evaluate potential challenges with the use of the guide</li> </ul>
60 minutes	<b>LUNCH</b>			
45 minutes	Small working groups on how to increase membership and participation in RDGs	<ul style="list-style-type: none"> <li>Flip chart and markers</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator coordinates working groups to brainstorm on increasing membership and participation in RDGs (15mins)</li> <li>The groups present their recommendations in plenary</li> </ul>	<ul style="list-style-type: none"> <li>This is an opportunity for the RDG facilitators to explore ways of generating and sustaining membership</li> </ul>
45 minutes	Discussion on how to promote radio program within community	<ul style="list-style-type: none"> <li>Flip chart and markers</li> </ul>	<ul style="list-style-type: none"> <li>The facilitator coordinates a plenary discussion session on how to better promote the radio program in the communities</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<b>Closing</b>			



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