

## NUTRITION PROGRAM DESIGN ASSISTANT (NPDA)

### SECOND TRAINING WORKSHOP

*February 23 to 25, 2011*

#### DAY ONE

TIME	Session Title	Session Description	Session Materials
8:30 – 9:00 am	Pre-workshop Coffee	<ul style="list-style-type: none"> <li>• Opportunity to get acquainted informally</li> </ul>	Coffee, pastries, etc.
9:00 – 9:30 am	Session #1: Introduction to Workshop	<ul style="list-style-type: none"> <li>• Introduction of participants</li> <li>• Review of workshop objectives</li> <li>• Review TOT agenda (stress “iterative” nature of the process)</li> <li>• ICEBREAKER</li> </ul>	30 Copies of agenda 30 Copies: -NPDA Reference Guide NPDA Workbook  Slide presentation
9:30 – 10:00 am	Session #2: Overview of NPDA tool	Review: <ul style="list-style-type: none"> <li>• Background, Use, etc. of NPDA</li> <li>• Table of Contents</li> <li>• Comment on possible FOLLOW ON ACTION STEPS after NPDA</li> </ul>	Slide presentation PART 1  Essential Nutrition Action posters
10:00 – 10:30 am	Session #3: Review of WHEN to use and how to PREPARE to use	<ul style="list-style-type: none"> <li>• Presentation of some possible scenarios for WHEN to use the NPDA tool in common programming cycles</li> <li>• Discuss data sources and timing w/other M&amp;E</li> <li>• Begin a list of QUALITATIVE info that would be useful to gather PRIOR to use of NPDA tool</li> </ul>	Slide presentation  3 (iterative) Flipcharts: <ul style="list-style-type: none"> <li>• PREPARATION</li> <li>• QUALITATIVE INFO NEEDS</li> <li>• FOLLOW ON ACTION STEPS</li> </ul>
10:30 – 10:45 am	BREAK	BREAK	Coffee, etc.
10:45 – 12:30 am	Session #4: Working through STEP 1 <ul style="list-style-type: none"> <li>• Anthropometry</li> <li>• IYCF</li> <li>• Maternal Nutrition</li> <li>• Micronutrients</li> <li>• Underlying Disease</li> </ul>	Become thoroughly familiar with the NPDA tool by applying STEP 1 in small groups using TWO sample datasets taken from existing programs. <ul style="list-style-type: none"> <li>• Form small groups (balancing nutrition skills, experience, etc.)</li> <li>• Review materials and instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Instructions for small group work</li> <li>• 15 copies each of 2 sets of STEP 1 Tables filled-in with data</li> <li>• 15 copies of an introduction to a Case Study scenario for 2 countries</li> </ul>
12:30 – 1:30 pm	LUNCH	LUNCH	LUNCH
1:30 – 3:00 pm	Continue Session #4: Working through STEP 1	Finish working through STEP 1: Fill in photocopy of pgs. 16-33 and 35 in workbook and prepare initial	Instructions for presentations

<b>TIME</b>	<b>Session Title</b>	<b>Session Description</b>	<b>Session Materials</b>
		flipcharts for GALLERY WALK (see example of flipchart)	4 Photocopies workbook pg 16-33, 35
3:00 – 3:30 pm	Session #5:  STEP 2. Determine Initial Program Goal and Objectives	Small group work: Discuss and develop an initial draft of the Program GOAL and major Strategic Objectives  Share with plenary and discuss remaining uncertainties	Handouts Flipcharts
3:30 – 3:45 pm	BREAK	BREAK	
3:45 – 4:15 pm	Session #6:  KEY CONCEPTS	Review information in NPDA Reference Guide (Key Concepts)	Slide  Additional support materials
4:25 – 4:30 pm	<i>Taking the Temperature</i>	Large group comment on the day's activities, suggestions, etc.	Flipchart

## DAY TWO

TIME	Session Title	Session Description	Session Materials
8:30 – 9:00 am	Pre-workshop Coffee	<ul style="list-style-type: none"> <li>• More networking opportunities</li> </ul>	Coffee, pastries, etc.
9:00 – 9:30 am	Session #7:  ANNEX 1. Terminology	Participatory game to review key terminology.	Handouts
9:30 – 11:45 am  (working 10:30 am break)	Session #8:  STEP 3. Review health and Nutrition Services	<ul style="list-style-type: none"> <li>• Review structure of STEP 3</li> <li>• Return to 4 small groups and review case study sample information for STEP 3.</li> <li>• Prepare initial thoughts on key existing policies, delivery channels to build upon/link with.</li> </ul>	Instructions for STEP 3  15 Copies of two sets of STEP 3 case study information: workbook charts filled out with “sample information”
11:45 – 12:30 pm	Session #9:  Reflection STEPS 1-3	<ul style="list-style-type: none"> <li>• Continue with STEP 3 (if time still needed)</li> <li>• Prepare flipcharts on STEPS 1-3 for Day 3 Gallery Walk</li> <li>• 15 minutes of large group discussion of the NPDA process so far, STEPS 1-3</li> </ul>	List of questions to facilitate discussion
12:30 – 1:30 pm	LUNCH	LU NCH	LUNCH
1:30 – 2:30 pm	Session #10:  STEP 4. Preliminary Program Design: Prevention	<ul style="list-style-type: none"> <li>• 15 minutes to finalize preparations (pairs formed and topics distributed at the end of Day 2)</li> <li>• Role play of Preventive Approach descriptions from the NPDA Reference Guide.</li> <li>• Plenary comment on each role play and the approach.</li> </ul>	NPDA Reference Guide
2:30 – 4:20 pm  (working 3:30 pm break)	Session #11:  STEP 4 Small Group Work	<ul style="list-style-type: none"> <li>• In “case study” small groups, work through STEP 4 and select key preventive approach(es) to include in program design.</li> <li>• Finalize preparations of flipcharts for the Day 3 Gallery Walk</li> </ul>	Instructions for STEP 4  Flipcharts
4:20 – 4:30 pm	<i>Taking the Temperature</i>	Large group comment on the day’s activities, suggestions, etc.	Flipchart

## DAY THREE

TIME	Session Title	Session Description	Session Materials
8:30 – 9:00 am	Pre-workshop Coffee	<ul style="list-style-type: none"> <li>• More chatting opportunities</li> </ul>	Coffee, pastries, etc.
9:00 – 10:30 am	Session #12: STEP 4. “Gallery Walk”	<ul style="list-style-type: none"> <li>• Participants have an opportunity to share in more depth the varied experiences of each of the small case study groups and use of the NPDA process during this workshop</li> </ul>	Instructions for Gallery Walk <ul style="list-style-type: none"> <li>• 15 min. each group with about 5 min Q&amp;A</li> </ul>
10:30 – 10:45 am (working 10:30 am break)	Session #12 continued STEP 4. Wrap up	<ul style="list-style-type: none"> <li>• Facilitate large group discussion of STEP 4.</li> </ul>	<ul style="list-style-type: none"> <li>• List of questions to elicit comments</li> <li>• Flipcharts</li> </ul>
10:45 – 12:30 pm	Session #13: Return to STEP 2. Goals and Objectives	<ul style="list-style-type: none"> <li>• Plenary review of the structure of a Results Framework (RF)</li> <li>• Small group critique of sample RFs</li> <li>• Small group draft of the case study RF</li> </ul>	<ul style="list-style-type: none"> <li>• Sticky notes for posting on wall</li> <li>• Sample Results Frameworks</li> </ul>
12:30 – 1:30 pm	LUNCH	LU NCH	LUNCH
1:30 – 2:20 pm	Session #14: STEP 5	<ul style="list-style-type: none"> <li>• (15 min) Review STEP 5 in NPDA workbook</li> <li>• Form teams and prepare for debate: <u>Team A</u> = “Pros” of including a recuperative approach along with preventive programming <u>Team B</u> = Potential “constraints” of including a recuperative approach and preventive programming</li> <li>• (20 min) Debate preparation</li> <li>• (15 min) Facilitate &amp; moderate debate</li> </ul>	Instructions  Flipcharts
2:20 – 3:00 pm	Session #14 continued	Large group discussion of Recuperative Approaches	Review workbook pages 62-62 and Annex 2
3:00 – 3:15 pm	BREAK	BREAK	BREAK
3:15 – 3:45 pm	Session #15: STEP 6. Putting It All Together	<ul style="list-style-type: none"> <li>• Large group review of STEP 6 (with emphasis on considering RESOURCES available/needed)</li> <li>• Summarize perceived needs for qualitative information, discuss FOLLOW ON ACTION STEPS</li> </ul>	Flipcharts
3:45 – 4:15 pm	Session #16: Review STEPS 1 to 6	Plenary review	No materials
4:15 – 4:30 pm	Session #17: Summary and Evaluation	<ul style="list-style-type: none"> <li>• “Wrap-up comments”, Q&amp;A</li> <li>• Fill out workshop evaluation forms.</li> </ul>	Flipchart