Appendix B
Daily Warm-Ups and Daily Wrap-Ups
Daily Warm-Ups and Daily Wrap-Ups

Daily Warm-Up

Trainers’ Objectives

- To help the participants refocus on their participation in the workshop
- To review the previous day’s discussions and learning in terms of the client’s perspective
- To preview the day’s sessions and learning objectives

Materials

- Flipchart paper, markers, and tape

Advance Preparation

1. Prepare to conduct your favorite icebreakers or other warm-up activities, in a 5-minute time frame. Short games, songs, or physical activities can help participants get energized and focused on being back in the workshop setting and interacting with fellow participants. You can also ask participants to lead the group in songs or short group activities.

2. Prepare one or two questions to ask the participants, to help them think about the profiled clients’ perspectives, based on the previous day’s sessions and discussions. For example, on the day after the session on “Reflections on How We Learned about Sexuality” (Session 11), you might ask the participants, “How might each of the profiled clients have learned about sexuality?” Similar questions can be asked about sexual and reproductive rights, the attitudes and beliefs statements, and the clients’ reactions to any of the exercises on counseling skills and steps later in the training.

3. Decide how to preview the day’s sessions. You may want to refer the participants to each session’s Learning Objectives in their handbooks (the bulleted items preceding the Essential Ideas), or you may want to post session objectives on flipcharts. If you choose to post flipcharts, these will need to be prepared in advance.

<table>
<thead>
<tr>
<th>Time</th>
<th>Training Activities</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td><strong>A.</strong> Welcome/logistics .......................... 5 min.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>B.</strong> Icebreaker ...................................... 5 min.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>C.</strong> Discussion/presentation ..................... 5 min.</td>
<td></td>
</tr>
</tbody>
</table>
Daily Warm-Up Detailed Steps

Activity A: Welcome and logistics (5 minutes)
1. Welcome the participants back to the workshop.
2. Make announcements and address any “housekeeping” or logistical issues that need to be discussed.

Activity B: Icebreaker (5 minutes)
Conduct a short icebreaker.

Activity C: Discussion/presentation (5 minutes)
1. Briefly review the sessions of the previous day. Ask the prepared question(s) based on the previous day’s sessions, to help the participants think about the profiled clients’ perspectives.
2. Preview the day’s sessions (as you determined during Advance Preparation).

Essential Ideas for the Warm-Up

- The numerous role plays and practice sessions in this curriculum usually focus on the knowledge, attitudes, and skills of the participant who is playing the “provider.” But equally important learning can happen for the person who is playing the “client.” Role-playing the client involves thinking about a client as a whole person and being able to understand how the lives of clients outside the facility influence communication within the service-delivery setting.

- Thinking about the client’s perspective can help providers to identify similarities between themselves and clients. Paying attention to similarities between clients and providers can be as helpful as noticing the differences, since the things that we share help build a bridge of understanding and communication between clients and providers.
Daily Wrap-Up

Trainers’ Objectives

• To recap the information and ideas covered during that day
• To identify one thing that each participant could do in his or her work to apply what he or she learned today
• To provide feedback to the trainer about how well the workshop is going, issues that remain unclear, and ways to improve the workshop

Materials

• Flipchart paper, markers, and tape

Advance Preparation

Before the first wrap-up session, create two flipcharts entitled “Needs More Discussion” and “How Can I Apply in My Work What I Have Learned Today?”

<table>
<thead>
<tr>
<th>Time</th>
<th>Training Activities</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td>A. Discussion</td>
<td>15 min.</td>
</tr>
</tbody>
</table>
Daily Wrap-Up Detailed Steps

Training Tip
These are suggestions for getting valuable feedback from participants at the end of each day. You may have other ideas and approaches for the daily wrap-up; feel free to try other exercises or vary your approach to asking these questions.

However, be sure to cover the last question, “What is one thing I can do to apply what I have learned from today’s sessions?” This will be important to look back on for their “action plans” (Session 31).

Activity A: Discussion (15 minutes)
1. Briefly review the topics covered in that day’s sessions.
2. Ask the participants the following question. Encourage everyone to say something, but do not write this on a flipchart.
   * What was the most important thing you learned from today’s sessions?
3. Post the flipchart entitled “Needs More Discussion.” Ask if there are any areas that remain unclear or that need more discussion. Note these areas on the flipchart.
4. Ask the participants the following question.
   * What suggestions do you have for making things go well tomorrow?
   Do not write their answers on a flipchart, but thank the participants for their comments and note that you will try to follow the recommendations as much as possible.

Training Tip
After the first day, the “Needs More Discussion” flipchart will be revisited each day. Before asking if any areas remain unclear from this day, briefly review the list from the preceding days and ask which (if any) have been covered adequately by now. These can be crossed out; the others will remain on the list.

It is hoped that you will be able to address these unclear issues at some point during the workshop. These “wrap-up” sessions are not intended to be used for that purpose, unless you find that there is enough time at the end of the day to do so.

5. Post the flipchart “How Can I Apply in My Work What I Have Learned Today?” Then ask the participants:
   * What is one thing that you could do when you get back to your work site to apply what you learned from today’s sessions?
6. List the participants’ responses on the flipchart. Do not write the same answers more than once, but make tally marks alongside each to indicate how many times this answer was given.

Training Tip

• Save the “How Can I Apply…” flipchart sheets for each day. At the end of the workshop, during Session 31, refer back to these ideas from each day, to help the participants start working on their action plans.
• In asking for one idea from each participant about how to apply what he or she has learned, one participant might have an idea to which everyone else will say, “Yes, I would do the same thing.” While such a response could in theory be accurate and significant, it is important to encourage people to think independently. Thus, on the first day, you might put participants into pairs to discuss this issue briefly and ask each pair to report. If you feel that this is not necessary to get a range of answers, then brainstorming works well, too.

Essential Ideas for the Wrap-Up

• This daily recap is meant to help participants focus on realistic changes they can make immediately (i.e., as soon as they return to work) to enhance their communications and counseling with clients.

• Too often, trainings end with action plans that never get applied because the potential changes that participants identify are too many, are too big, or require the approval of others if they are to happen. By identifying one thing in each day’s learning that participants really think they can do when they return to their work site, we hope to provide a foundation for real and lasting change and for application of the ideas and approaches presented in this training.

• It is important to be realistic about what is expected from providers. We often talk about providers and what is expected of them as if they were superhuman and should be able to provide high-quality counseling to all clients at all times, even under the most adverse conditions. This daily exercise allows providers to have more realistic expectations of themselves, which should help them avoid becoming discouraged about implementing this training’s approaches.