

## SESSION 16

# Preparation for field study visit

### Aim

To complete preparation of materials and activities for the field study visit

### Objectives

- To prepare for small group discussion based on a double page of a PILLARS Guide.
- To consider appropriate energisers that could be used to relax people and create a good atmosphere.
- To consider how to ensure that the small group discussions are followed by a practical response.

### Materials

- Flipchart paper, marker pens



Pre-prepared flipchart:  
40 Information about the group (page 46)



Handout 8: (see Appendix C, page 69)  
Field study visit  
Information about the group  
The PILLARS Guides

## PROGRAMME

At the beginning of the session, all the details regarding transport, the group activities and timing need to be explained.

Ensure that participants are clear about the timing of the visit and about their individual roles and responsibilities within each group.

Refer back to Chart 37 (page 42) to remind them of the different parts of the visit.

Present Chart 40 and also provide it as Handout 8 (page 69). Suggest that participants discover as much as possible of the following information about the group.

## 40 Information about the group

### About the group

- Date established
- Number of members  
(including number of members present today, numbers of men and women)
- Aims
- Activities

### Levels of literacy

- How many members of the group are literate (able to read and write a simple letter) in the national language? In local languages?
- How many of these are women, and how many are men?

### Access to information

- Where does the group obtain new ideas about health, agriculture, or other issues that relate to the group's purpose and activities?
- Would people be interested in printed information in the local language?
- Which particular issues would they like printed information to address?

Encourage the participants to be open-minded and flexible. They may have to adjust their expectations and plans on arrival, when they meet the groups they will be working with. Encourage them to build relationships with the group members and to respond to their needs and interests as much as possible.

For the remainder of this session, participants will have time in their groups to prepare materials needed for the small group discussion and will consider how it will be conducted. If there is time, each group can practise leading their discussion in front of the other participants, and invite feedback.

## SESSION 17

# Field study visit

### Aim

To practise using PILLARS Guides with local community groups.

### Objectives

- To build understanding of information needs and priorities within grassroots community groups
- To gain confidence in sharing information in a variety of ways
- To gain confidence in using information from PILLARS Guides with community groups
- To explore a community group's response to using PILLARS Guides

### Materials

- Copies of *Footsteps* and PILLARS to leave with each group

- One notepad per discussion group



Handout 8 (see Appendix C, page 69)

Field study visit

Information about the group

The PILLARS Guides

- Posters and other materials needed for facilitating small group discussion

## PROGRAMME

This session will be slightly longer than the usual 1 hour 45 minutes. The visit will last approximately 2 hours, and additional time will be needed for travel. It will follow the timings described on Chart 37, Session 14, page 42.

Remind the participants that just one person from each working group should take notes during the visit to record information about the group, about the discussion and about the group's views on the PILLARS Guides. They should do this discreetly, so that the community groups are not made to feel uncomfortable. Each working group will have time to prepare and present their feedback after the visit.

*Setting off on a field visit, Uganda.*



Photo: Isabel Carter, Tearfund

# SESSION 18

## Feedback and reflection on field study visit

### Aim

To share the learning from the field study visits.

### Objectives

- To reflect on the strengths and weaknesses of the group discussions.
- To reflect on the strengths and weaknesses of the PILLARS Guides as a stimulus for discussion by local community groups.

### Materials



Pre-prepared flipchart:

41 Feedback on the field study visit (page 48)

## PROGRAMME

Allow the participants time to relax after the visit. Provide time for them to prepare presentations on what they learned through the visits.

Then ask each group in turn to spend 15–20 minutes feeding back on the field visit using the questions on Chart 41.

### 41 Feedback on the field study visit

- Was the topic chosen appropriate for the community group?
- How well did people participate in the discussion?
- What was most difficult about facilitating a group?
- What problems were faced and how were they overcome?
- What did the community groups think of the PILLARS Guides?
- What was learnt from the community feedback about the discussion process?
- What was the most important thing learnt during the field study visit?

Encourage other participants to ask questions after each presentation so that everyone can learn from the experience. This exercise should give them confidence in adapting and using the Guides with different target audiences, to meet different needs.

Conclude the session by encouraging participants to fill out their coloured learning and action cards.



## SESSION 19

# Opportunities for using PILLARS Guides with community groups

## Aim

To discuss how the learning from the training can be taken forward, both collectively and in participants' individual situations.

## Objectives

- To help the participants identify specific community groups with whom they could use the Guides.
- To help the participants identify which Guides would be most relevant to the groups they are working with.
- To help the participants identify ways to integrate use of the Guides into existing development work.

## Materials

- From *Building the capacity of local groups*, copies of page: Planning activities with the Five Finger method (C14)



Pre-prepared flipcharts:  
42 Opportunities for using the PILLARS Guides (page 49)



Handout 9 (see Appendix C, page 70)  
Opportunities for using the PILLARS Guides

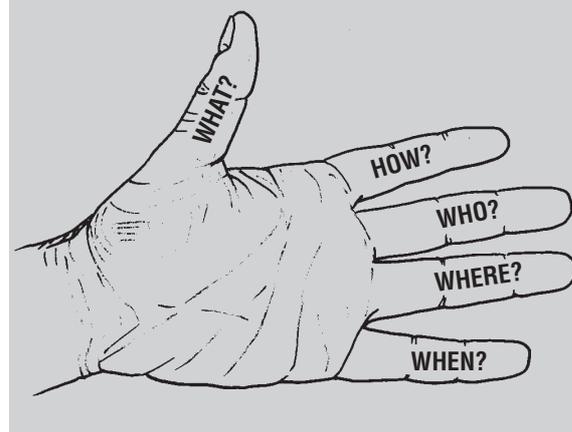
## PROGRAMME

**Activity** 1 hour 45 minutes

### OPPORTUNITIES FOR USING THE PILLARS GUIDES

Divide the participants by geographical area of origin or by organisation and ask them to spend 45 minutes considering the questions on Chart 42, which can also be given as Handout 9.

## 42 Opportunities for using the PILLARS Guides



Encourage them to discuss the following in more detail:

### WHAT

WHAT ACTION IS BEING PLANNED?  
WHY IS IT NEEDED?

Ask participants to think about the different community groups that they are a part of or that they work with. Would members be interested in using PILLARS Guides? Why? How would it help the group achieve its aims? What needs would it address? What will members know, think and do as a result of using the PILLARS Guide(s)? How can the Guides help the participants achieve their aims in other areas of development work?



Using role-play to promote PILLARS Guides.

**HOW**

HOW WILL THE WORK BE CARRIED OUT?  
WHAT RESOURCES ARE NEEDED?

Think about how the Guides should be introduced to community groups, so that they understand their relevance to their situation and have ownership of the materials and the discussion process.

Think about the information needs and interests of the group, and the level of education and literacy of the group members. Which Guide is going to be most relevant to them? Is this Guide available in the local language? How many copies are needed?

**WHO**

WHO IS GOING TO CARRY OUT THIS WORK?  
DO THEY NEED TRAINING?

Who is going to facilitate the group discussions? Perhaps the participants themselves will be doing this, but are there other group members with the time and skills needed to lead the group through a PILLARS Guide? How could participants share the knowledge and skills they have learnt during the training to help others with facilitation skills?

**WHERE**

WHERE IS THE WORK TO BE DONE?

In which community, and with which group could the Guides be used? Where does the group meet?

**WHEN**

WHEN IS THE WORK GOING TO BE DONE?  
HOW LONG WILL IT TAKE?

When does the group usually meet? Could they use PILLARS Guides during their regular meetings? How long will it take them to work through a whole PILLARS Guide together?

Ask each group to share their ideas with the other participants. Ask individual participants to develop a plan of action based on these five questions as they consider how they will use the Guides in their own community.



## SESSION 20

# Opportunities for promoting the PILLARS Guides

### Aim

To help participants reflect on how they will share what they have learnt during the training with others.

### Objectives

- To help participants identify specific ways to promote the Guides in their communities and organisations.
- To identify opportunities for promoting the Guides to other agencies.
- To help participants consider how they might improve their facilitation skills and pass on the learning and skills to others.

### Materials



Pre-prepared flipcharts:

- 43 Promoting PILLARS (page 51)
- 44 Peer support (page 52)
- 45 Ways of developing your facilitation skills (page 52)



From *Building the capacity of local groups*, copies of page: Planning activities with the Five Finger method (C14) (See session 19)

Handout 10 (see Appendix C, page 71)

Improving your facilitation skills: a self-assessment

## PROGRAMME

**Activity** 45 minutes

### PROMOTING PILLARS

- In the same groups as the previous session and using the same five questions, ask participants to consider how they will promote PILLARS:
  - within their local communities
  - within their facilitating organisations / churches
  - to other organisations / churches

Present Chart 43, which provides some ideas.

## 43 Promoting PILLARS

- **Within local communities**
  - Identify groups who can use the Guides to achieve particular aims
  - Introduce the Guides available and explain how they can be used
- **Within a facilitating organisation or church**
  - Identify specific opportunities for promoting PILLARS
  - Train others to use the Guides
- **To other organisations or churches**
  - Identify specific opportunities for promoting PILLARS

This can be explained in more detail:

### WITHIN LOCAL COMMUNITIES

- Give an introduction to the PILLARS Guides – to the topics, the layout, the different ways in which they can be used.
- Explain how people are likely to benefit from using them and the educational advantages of going through a Guide together.
- Develop the specific aims of using PILLARS with the community group in question.
- Ensure that people are informed about the meetings well in advance; that they know where and when they are taking place and that they are in a place and at a time that is convenient for group members.
- Be committed to building relationships with different members of the community.
- Avoid creating unrealistic expectations.

### WITHIN A FACILITATING ORGANISATION OR CHURCH

- Identify specific opportunities to share the vision for, and aims of, PILLARS.
- Train others:
  - How can the knowledge and skills learnt during the training be passed on to others?

- Who would benefit from this learning?
- What specific opportunities are there to do this?

**TO OTHER ORGANISATIONS OR CHURCHES**

- What opportunities are there for networking, and for sharing the vision and aims of PILLARS?
- Are there events already planned where PILLARS could be promoted?

**Ongoing support** 30 minutes

Encourage participants to think of practical ways in which they can support each other in their role as facilitators following this workshop. Present Chart 44, which provides some suggestions.

**44 Peer support**

- Setting up a regular newsletter or an email network to share learning and ideas
- Visiting each other to watch each other facilitate and evaluate each other's progress
- Organising refresher training days to share practical experience of facilitating discussions using PILLARS Guides and to build on the initial knowledge and skills gained
- Organising an event to promote PILLARS to the different organisations and communities to which they belong

Ask participants what additional support they might need from the facilitating organisation. Do they feel that they need further training? Do they need more PILLARS Guides translated into their local language, or more Guides printed and distributed?

Refer to the section on MENTORING AND FOLLOW-UP TRAINING on page 57. Discuss and agree on how the peer and official mentoring process will be conducted, and when follow-up training will be held.

**Developing their facilitation skills**

30 minutes

During the course of the training, participants will have the opportunity to develop their facilitation skills. But how can they continue to enhance these skills, following the workshop? Present Chart 45, and ask participants to add to this list.

**45 Ways of developing facilitation skills**

- Practise
- Become more self-aware
- Set specific learning objectives and evaluate progress
- Watch and learn from others, eg: visit a group in another community
- Ask for feedback from the group and from other facilitators
- Be open to correction and willing to learn from mistakes

Remind participants that although facilitation skills and tools are important, the facilitator's ability to build good relationships with the group, to encourage and support them, is key to the group's success. If a facilitator has a genuine desire to serve people and see them grow, the group will feel confident about trying out new ideas and taking on new roles.

Give out Handout 10 (page 71), which participants can use as a checklist to help participants assess and improve their facilitation skills.