

Using M&E Tools to Mentor Community Activists

(60 minutes)

DRAFT - For Field Test

Training and Mentoring Skills Series

Staff Skill Building Library

Raising Voices

(SASA! Awareness Phase Logo)

This module is part of a *Staff Skill Building Library* developed by Raising Voices. The *Library* consists of competency based training modules designed to strengthen skills of staff implementing or supporting community-based violence against women (VAW) prevention programs. The *Library* is designed for organizations using the *SASA! Activist Kit for Preventing Violence against Women and HIV* but can be used by anyone working to mobilize their community to prevent VAW. If you are not using SASA! simply replace the word SASA! wherever you see it in the text with the name of your methodology.

This module is part of the *Training and Mentoring Skills* series in the *Staff Skill Building Library*.

All materials in the *Library* can be downloaded at www.raisingvoices.org/staffskills.php or requested at info@raisingvoices.org The *SASA! Activist Kit* can be downloaded at www.raisingvoices.org

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Using M&E Tools to Mentor Community Activists (60 minutes)

Note: This session should be conducted after staff have completed the M&E session: Basic Monitoring Tools: Activity Report Form and have grasped how to fill it out, and also after the Mentoring Session: Giving and Receiving Feedback.

Objective

- Use monitoring checklists and SASA! forms as mentoring tools.

Competency

By the end of this session, participants will be able to:

- Use SASA! **Activity Report Form** and other M&E tools as mentoring tools.

Preparations

- Photocopy 2 copies of SASA! **Activity Report Form** for each participant.
- 1 Poster or quick chat copy.

Steps:

1. Distribute **SASA! Activity Report Form**, for reference.
2. Explain: We have already learned to use the **Activity Report Form**, but now we are now going to do a role play to see how we can use these forms to help in our mentoring and feedback giving to community activists (CA's).
3. Ask for 1 volunteer to play the CA, who will practice a SASA! quick chat or poster facilitation session, and 1 volunteer to be the staff mentor of that CA.
4. Give the poster or quick chat copy to the volunteer "CA" to prepare her/himself.
5. Explain:
 - *The rest of us will act as community members in the role play, and will be as realistic as possible in our comments and responses as they participate in the "CA's" activity.*
 - *We will also be paying attention to the CA's skills, and thinking in the back of our minds what feedback we might give the CA later—remembering how to use the "sandwiching" technique to give both specific strengths as well as things to improve about the session.*
6. Answer any questions and make clarifications needed.
7. Ask the volunteer to spend only about 5 minutes doing the activity, and let them know they do not have to finish the activity in that time. You will stop them if they have not "finished".
8. Watch the role play, and participate as a realistic community member.
9. After about 5 minutes, call "stop!"
10. Ask the "staff mentor" and community members to complete the parts of their **Activity Report Forms** they feel they would need to give good, specific feedback to the CA.
11. After a couple of minutes, explain that we should not keep the CA waiting for too long, and ask the "staff mentor" to role play giving feedback about the activity to the CA.

Validation Option: Activity in Training

This activity allows for group validation of the competency:

- Use **SASA! Activity Report Form** and other M&E tools as mentoring tools.

Did participants give meaningful, specific feedback and comments to the volunteer "CA," based on the **Activity Report Form** they filled out in the role play? If so, then the group demonstrated the competencies. If not, further training is recommended.

12. Thank both volunteers for participating, and ask other participants to add to or comment on the feedback given.
13. Ask: *How did the **Activity Report Form** help them to give feedback to the CA?*

14. Summarize any comments given, e.g.

- *It allowed staff to give more specific feedback.*
- *It was easier to be sure things were not missed.*
- *It was easy to figure out both strengths and weaknesses to mention.*
- *It will be easy to track progress.*

15. Summarize: We can use the **Activity Report Form** and other M&E tools—like the **Outcome Tracking Tool Form**, monitoring checklists for training, etc—to help in our mentoring and feedback giving, so that it is specific, useful, and includes both the person’s strengths and things they can improve about their sessions.

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Validation Options

Validation is another way to say “assessment” or “pre/post-test”. It is used to determine whether the participants in a training learned what the facilitator intended for them to learn. Instructions for how to use each validation method can be found in *Training Validation Methods: A how-to guide for assessing participant learning* downloadable at www.raisingvoices.org/staffskills.php

Select validation methods for each competency using the table below:

1. Choose whether the competency (specific skill) needs to be validated at a group or individual level.
2. Looking at the validation methods listed in that category (group or individual), select only **one** of the validation methods marked with an 'X' for each competency.
3. Plan a time in the training agenda to use the validation method you've chosen to test each competency.

Suggested Validation Methods

Competency (Specific skill)	Group Validation					Individual Validation			
	Activity in Training*	Game Show	Card Game	Answers Bingo	Pick and Play	Activity in Training*	Exit Interview / Role Play	Game Show (All Play)	Written Quiz
Use SASA! Activity Report Form and other M&E tools as mentoring tools.	X						X		

* Activity in Training includes many possibilities, depending on the module, including brainstorming, group practices, debates, agree/disagree/not sure exercise, and others.

**See Validation Questions for this competency, to be used in Game Show, Card Game, Answers Bingo or Pick and Play methods, on next page.

*Note: There are no Validation Questions for this module. Similar activity can be conducted, with each participant practicing giving feedback and thorough review of completed **Activity Report Form**, in Exit Role Play, as individual validation method.*