

The Global Health Network Workshop Guidance Kit

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Purpose

The guidance kit is a practical aid to support the planning, delivery and reporting on an in-person, online or hybrid skills-sharing workshop. It is designed to guide The Global Health Network regional teams and its wider network and communities, including researchers, teachers, students and health professionals, to promote and strengthen scientific or technological research.

Workshop Description

A workshop is an intensive educational session tailored for a specific audience within a specialised field. These sessions can take place in person or online and be spread across multiple days or weeks.

The aim of a workshop is to provide practical training on a specific skill or topic. It may include training on topics such as research methodologies, research management or leadership skills.

Workshops serve as training opportunities aimed at skill transfer and knowledge sharing, including Q&A sessions, small group activities, and networking opportunities.

Workshops are distinguished by their clearly defined **learning objectives**, with participants expected to acquire specific skills or knowledge points.

Workshops may feature practical exercises, brainstorming, interactive learning, networking, and problem-solving activities. They are instrumental and offer an opportunity to refine skills, share case studies, build consensus, and generate recommendations.

Workshops can be virtual, face-to-face, or hybrid. Virtual workshops are typically hosted on platforms like Zoom, chosen for its easy registration, breakout group features, and robust reporting. Face-to-face workshops can be held in healthcare facilities, research institutions, or other accessible locations. Hybrid workshops combine both formats to meet diverse preferences and needs.

Steps for Organising a Skills-Sharing Workshop

Step 1: Identify need

Determine the research capacity needs of the target community by reviewing existing literature or consulting with the target audience and key stakeholders.

Step 2: Prepare a workshop plan or proposal

Effective planning ensures clarity about the audience, objectives, resources, and alignment with your institution's goals, aiding approval and implementation. Use our freely provided standard template to outline all necessary elements for your workshop.

Note: Developing a workshop plan or proposal is a lengthy process that evolves over time, allowing for adjustments as needed.

Plan or Proposal Template

1. Workshop Title
2. Organising institution/s – include organising partners
3. Primary coordinator/contact person
4. Objectives of the workshop – clearly state **3-5 learning objectives** and the knowledge or skills participants can expect to come away with after the workshop
5. Target participants
6. Format – Online, in person, hybrid, recurrent, series, one off
7. Registration – open access or by invitation
8. Location
9. Language – specify if translations required
10. Schedule – Date and time
11. Duration – In hours or days
12. Scope – local, national or regional
13. Number of participants – Depending on the format (online/in-person) and venue capacity
14. Certificates of attendance to participants needed – yes/no
15. Agenda Chair/Facilitator and Speakers – Include their institution, role, contact, and rationale for participation
Cost to participants – Attendance should be free for all participants
16. Speaker participation – Generally there is no remuneration and speakers contribute their time pro bono, they can be compensated for their time in kind or through mechanisms suitable to the organising team
17. Budget, if applicable.

Budget template as an example

No.	Description of Item	Quantity	Unit	Cost
1.	Venue hire			
2.	Catering			
3.	Materials			
4.	Equipment			
5.	Travel			

18. Source of funding
19. Dissemination methods – social media/knowledge hub/email/posters/newsletters depending on reach necessary
20. Workshop outputs – that align with the aims and objectives of the workshop

21. Participant engagement – Q and A session, feedback session, co creation, etc.

22. Impact measurement plan

Step 3: Develop a workshop curriculum/agenda

Develop a workshop curriculum or agenda that addresses the identified needs

Step 4: Recruit facilitators and speakers

Step 5: Obtain approvals

Obtain relevant institutional or other approvals to implement the workshop

Step 6: Pre event setup

- Set up the venue or online meeting including registration link, registration questions, follow up or feedback surveys, polls or breakout rooms, etc.
- Prepare slides, slide templates, chairing notes, chat script (for online) and obtain media consent from speakers and facilitators
- Organize a practice session with facilitators and speakers to review introductions, test the technical setup, go over the agenda, provide role guidance, and configure Zoom features like chat, Q&A, and translations

Step 7: Invite participants

Invite the identified participants using the chosen dissemination methods , such as newsletter, social media, mailing list and knowledge hub posts

Step 8: Register participants

Get the participants registered using an online or paper form with the necessary registration questions to document participation. The registration must include pre-session questions so that the impact of the supported learning can be measured utilising the pre-post questionnaires

Example questions for registration

1. Name
2. Email address
3. Country
4. Organisation
5. Job title
6. The Global Health Network and partners would like to share updates, events, services and opportunities which may be of interest to you. Do you consent to your details being shared for these purposes? Yes, No
7. We would like to contact you in the future to follow up about the impact of the work across The Global Health Network. Do you provide your consent to be contacted? Yes, No

Step 9: Conduct the workshop

Facilitate the workshop according to the developed outline and curriculum, incorporating impact measurement plans

Step 9: Follow-up and evaluate

Follow up with participants according to the impact measurement plan and seek feedback for future workshops or sessions. Measure the process, outcomes, and immediate impact right after the session, and assess medium and long-term impacts after some time has passed.

Measuring Results and Impact

Suggested KPI's for Workshops

Activities under Objective 1	Key Performance Indicators		
	Process Indicators	Outcome Indicators	Impact Indicators
In-person workshops	# of in-person workshops held yearly # of participants in each workshop # of topics in a year covered by the workshops # of people satisfied by the content of the workshop Feedback is collected.	# of people with improved knowledge of the topic following the workshop Relevant feedback is incorporated.	# of participants who have applied gained knowledge through the workshop in their work
Online workshops	# of online workshops held yearly # of participants in each workshop	# of people with improved knowledge on the topic following the workshop Relevant feedback is incorporated.	# of participants who have applied gained knowledge through the workshop in their work

	# of topics in a year covered by the workshops		
	# of people satisfied by the content of the workshop		
	Feedback is collected.		

Here are a few examples of how to collect information on the above metrics:

1. Feedback form

The Global Health Network has a standard feedback survey for workshops. This will be open for 2 weeks after the event and TGHN will share it with participants at the end of the workshop and via email. Participants must complete the feedback survey to be eligible for a Workshop Certificate of Attendance.

TGHN Feedback form link: <https://oxford.onlinesurveys.ac.uk/tghn-workshop-feedback-survey-v30-with-code>

The feedback form will require participants to enter a workshop code: the workshop code is the workshop date (for example. if the workshop is on 1st of February 2023 the code would be 010223)

For in-person workshops, you can use the following example questions to gather feedback:

Example feedback form questions:

1. Full name
2. Email
3. Please enter the title of the Workshop you attended
4. Your current role
5. Name of organisation
6. Country
7. Why did you attend this Workshop?
8. The Workshop was a good fit for my needs – Yes, No
9. The concepts and skills covered were explained well – Yes, No
10. Are you aiming to publish any materials (studies, guidelines, toolkits, etc) relevant to the topic covered in the Workshop? Yes, No
11. Will you be applying the knowledge gained from the Workshop in the work you are doing? Yes, No
12. Please explain your response above
13. What were the key takeaways for you from the session, anything that struck you or that you found most interesting?

2. Pre-post questionnaire

A pre-post questionnaire is a tool used to measure the impact of a skills-sharing workshop by assessing participants' knowledge, skills, and attitudes before and after the workshop. The pre-workshop questionnaire establishes a baseline, while the post-workshop questionnaire evaluates any changes, helping to quantify the effectiveness of the training. This method is important as it provides concrete data on the workshop's impact, identifies areas for improvement, and ensures that the objectives of the workshop are being met.

Here is an example question for a pre-post questionnaire

1. On a scale of 1-5, how confident are you in the topics covered in this Supported Learning? (1 = Not confident, 5 = Very confident)

3. Follow up questionnaire

A 2-month, 3-month or 6-month follow-up questionnaire is used to measure the long-term impact of a skills-sharing workshop by assessing how well participants have retained and applied the knowledge and skills gained. This questionnaire evaluates the lasting effects of the training and measures the sustained benefits and improvements in participants' practice or projects.

Here are example questions for a follow up questionnaire

1. I believe that I learned new information/skills during the training/workshop. (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
2. Please explain your answer
3. The skills I gained in the training/workshop has been useful for my work (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
4. The information I gained in the webinar/training/workshop has been useful for my work (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
5. I have noticed improvements/positive changes in my performance/produced work as a result of the webinar/training/workshop (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
6. Please explain your answer
7. I have applied the knowledge/skills gained from the training/workshop in my work (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
8. Please explain your answer
9. Are there any specific examples of how the training/ workshop has helped you in your work? (if they choose any of the first two options).
10. Are you working to publish any materials that are relevant to the topic covered by the training/workshop? ** Follow up on this previous question (Yes, No, Not sure)

11. What is the type of work you want to publish? (if the answer is yes)
12. What is the tentative timeline until publication?
13. Do you consent to be contacted again by The Global Health Network to follow up regarding your progress in publishing your work?
14. Are there any collaborations that have emerged as a result of participating in the training/webinar/workshop? (Yes, No, Not sure)
15. Please describe them (if they choose yes)

Reporting

1. Reporting on the Regional Activity Tracker

The Regional Activity Tracker is designed to collect and track key information from research capacity strengthening activities. The information will be compiled to produce a Regional Activity Dashboard accessible and published on the TGHN Regional Knowledge Hubs to help The Global Health Network collaborators stay informed about ongoing and completed activities in the regions. Additionally, this information will contribute to The Global Health Network's impact metrics and progress evaluation.

Link to the tracker form: Coming soon

2. Reporting on the TGHN Knowledge Hub

All workshops should be reported on the relevant knowledge hub on the TGHN online platform using information on:

- Workshop summary including location, background, aims and objectives
- Workshop poster for comms and dissemination
- Workshop programme or agenda
- Workshop recording or link