

RATN COURSE CALENDAR 2005

LISTING OF COURSES

ADVOCACY SKILLS

June 6-17, 2005, **Nairobi, Kenya**

**Centre for African Family Studies
Nairobi, Kenya**

CAFS is an International NGO founded in 1975 with its headquarters in Nairobi, Kenya and a sub-regional Office in Lome, Togo. CAFS is dedicated to strengthening the capabilities of sub-Saharan African organisations working in family planning and related reproductive health services. CAFS conducts a series of courses and provides research and consultancy services focusing on reproductive health programme management, reproductive health technology, gender, youth and research and monitoring and evaluation. The CAFS team reflects a strong field experience and a profound knowledge of the African social and cultural environment.

Course Title

Advocacy for Reproductive Health

Advocacy has become a requisite course for all sector players in the continent. As competition for scarce resources increases, Advocacy skills remain an important tool in the decision-making regarding resource allocation.

The two-week course provides hands-on experience in evaluating and designing and evaluating an advocacy campaign based on individual programmatic objectives. It focuses on advocacy for policy change.

Target Participants The course targets trainers, service providers, program managers and policy makers working in the reproductive health including the STI/HIV/AIDS arena. Trainers or groups working with advocates and adhoc groups formed to address particular issues may also benefit from the course.

Course Venue: Nairobi, Kenya

Course duration: 2 weeks

Course Cost: US\$ 2,000

Course enrolment: maximum participants, 25

Outline of Topics

Introduction to Advocacy

- Policy Issue Identification

- ❑ Formulation of policy solutions

Setting Advocacy Goals and Objectives

- ❑ Parameters of advocacy goals and objectives
- ❑ Programme versus advocacy objectives

Advocacy Messages

- ❑ Developing messages
- ❑ Matching Message, format and audience
- ❑ Media tools and relations
- ❑ Effective presentations

Advocacy and the Decision Making Process

- ❑ Formal and informal decision making processes
- ❑ Mapping the policy process
- ❑ Reaching policy makers

Building Alliances

- ❑ Building relationships, networks and coalitions
- ❑ Working in Networks

Resource mobilization

- ❑ Fundraising process and methods
- ❑ Budgeting and Fundraising goals
- ❑ Strategies for fund raising /resources mobilisation

Evaluating Advocacy efforts

Training Methods: Lectures, VIPP methods, Practicals, role-plays and simulation

Participant Evaluation: A pre/post knowledge assessment is used. Assignments are handed at individual and group level and participants produce advocacy activity in their own organisations. Upon successful completion of all requirements, CAFS provides participants with certificates.

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General e-mail: info@cafs.org
courses@cafs.org

Website: www.cafs.org

Course Contacts: Mary Mujomba
Email: mmujomba@cafs.org
ADULT EDUCATION and TRAINING OF TRAINERS (TOT)
September 12-23, 2005, Arusha, Tanzania

Eastern and Southern African Management Institute (ESAMI)

Eastern and Southern African Management Institute is an Intergovernmental Management development institution established in 1974 to serve the needs of the then existing East African Community. ESAMI is today committed to improving managerial performance and effectiveness through research, training and consultancy and serves governments, public and private sectors of 19 Member countries in Eastern and Southern Africa.

Course Title: Adult Education of Facilitators and Trainers

The course is developed to meet the objectives of RATN and specifically designed to impart practical skills in program development and adult teaching methodologies and techniques related to HIV/AIDS. It lays emphasis on Training of Trainers, component techniques for developing, planning and implementation and the monitoring and evaluation of training programs. The curriculum also includes program evaluation and impact assessments.

Target participants: The course targets professional trainers, instructors, coordinators and adult educators in the STD/HIV/AIDS field.

Course venue: Arusha, Tanzania
Course duration: Two (2) weeks
Course cost: US \$ 2000
Course enrolment: Maximum participants, 20

Outline of Topics

Adult Education

- ☐ Pedagogy vs andragogy
- ☐ Behaviour change
- ☐ Adult Training vs adult education

Assessing Needs and Setting Objectives

- ☐ Issue identification and global needs
- ☐ Needs identification steps
- ☐ Training/adult education interventions

Gender

- ☐ History and language
- ☐ Mainstreaming in adult education in relation to HIV/AIDS

Steps in Designing training/education activity

- ❑ Content planning
- ❑ Session planning
- ❑ Delivery planning

Organising to Implement the Training/Education activity

Budgeting for training/education activities

- ❑ Resource identification and costing
- ❑ Procuring a budget

Delivering/conducting a training activity

Presentation skills

Evaluation of training activities /education programmes

Training methods: Various participatory and interactive approaches including TV and peer feedback. Individual and group assignments also given

CONTACTS

Arusha Office

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Website: www.esamihq.org
Course contact: Gasper Maimu
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Nairobi Office

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Westlands, Nairobi
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E-mail: esami@africaonline.co.ke
Course Contact: Felisitus Nga'tunyi, ESAMI, Nairobi

ANTIRETROVIRAL THERAPY

July 4th - 15th, 2005

Mildmay International Kampala, Uganda

Mildmay International is a Christian not-for-profit organisation founded in the UK to develop education/training in HIV/AIDS care and the development of services worldwide. Mildmay trainers are leading specialists on all aspects of HIV/AIDS care running courses for healthcare professionals, managers, executives and others challenged by the pandemic. Mildmay is also involved in the provision of consultancy, training and AIDS palliative care services worldwide.

Course Title: Antiretroviral Therapy: A Course for Counsellors

The course is offered at the Mildmay International Study Centre in Kampala, Uganda. It targets Counsellors who are involved in HIV/AIDS care and training and it aims at equipping them further with knowledge on the use of ARVs, identify the principles and practice of palliative care, terminal care and rehabilitation for people with HIV/AIDS and skills for counselling people/clients around information on ARVs and using them.

Course venue: Kampala, Uganda
Course Duration: Two (2) weeks
Course cost: US \$ 1100
Course enrollment: Maximum participants, 20

Outline of Topics

- Immunology and natural History of HIV/AIDS
- What are ARVs and what do they do ?
- Costs, Accessibility, Affordability
- Efficacy and Monitoring
- Adherence
- Side Effects
- Legal/Ethical issues
- Cultural Issues
- Counselling Issues
 - Who and How
 - Implications to individual, family, sustainability
 - Regimen
 - Options
 - Disclosure
 - Stigma
 - Body shape/health

- Treatment failure
- Treatment holidays
- Prevention e.g. PEP and PMTCT
- Clients perception of taking ARVs

Training Methods:

The teaching methods include lectures, discussions, group work, role-plays, brainstorming video, skills exercise, testimony questions and answers.

Certificates awarded:

RATN certificate

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General Email: misc@mildmay.or.ug
Website: www.mildmay.or.ug (Head office)
Course Contact: Berna Namukwaya (Registrar/Librarian)
Email: registrar@mildmay.or.ug

CHILD COUNSELLING

August 8-26, 2005

The AIDS Support Organisation (TASO)

The AIDS Support Organisation (TASO) is a non-governmental organisation that exists to contribute to a process of restoring hope and improving the quality of life of persons and communities affected by HIV infection and disease. To achieve this, TASO offers counselling, medical care, training, capacity building and advocacy services while promoting positive attitudes towards people with AIDS and their families.

Course Title: Child Counselling

The course aims at building and enhancing Counsellors' competencies while managing the emotional needs of children affected and infected by HIV/AIDS.

Course venue:	Kampala, Uganda
Course Duration:	Three (3) Weeks
Course Cost:	US \$ 1800
Course enrollment	Maximum participants, 20

Outline of Topics

- ❑ Appreciate the foreign and African theoretical perspectives to child counselling
- ❑ Introduce the foundations/principles of counselling children
- ❑ Understand the rationale for counselling children infected with and affected by HIV/AIDS
- ❑ Acquire skills for counselling children
- ❑ Apply the relevant age-specific media for communicating with children
- ❑ Gain deeper understanding into ethical issues surrounding counselling of children living with HIV/AIDS
- ❑ Examine the challenges of parenting in the context of HIV/AIDS
- ❑ Build life skills in children in the context of HIV/AIDS
- ❑ Discuss the documentation and the use of genograms while working with the children

Training Methods

These include lectures, group discussions, role-plays, case study demonstrations and field practice

Participants' evaluation

Participants are evaluated on on-going basis. A RATN certificate is given upon successful completion of the course

Physical address: TASO Training Centre, Kanyanya off Gayaza road (after Mpererwe)

Postal Address: P.O Box 10443, Kampala, Uganda

Telephone: 256-41-567637/075750034 /077481974 /077444585

Fax: 263-41-566704

Website: www.tasouganda.org

Course Contact: Hannington Nkayivu

E-mail: mail@tasouganda.org; training@tasouganda.org

CHILDREN AND THEIR CARERS

JULY 10-23, 2005

Chikankata Health Services

Chikankata Health Services focuses on holistic care through interventions and creation of sustainable partnerships with people and the community. Chikankata Mission is based 31 km from the Great North Road in between Kafue and Mazabuka towns and it is about 100 km from Lusaka, the capital city.

Course Title: Children and their Carers

The overall goal of this course is to improve the quality of life of Orphans and other Vulnerable Children

It is hoped that the course will contribute

To make people rich in their understanding of children who face difficult circumstances in their lives such as HIV/AIDS, poverty, violence and abuse.

- To develop a holistic approach in assisting children living under difficult circumstances
- To impart knowledge and skills that will help trainees to train others to facilitate coping in children living under difficult circumstances

Target Participants

This is a Trainer of Trainers (TOT) course. Course is intended for the following individuals:

Those working with children and are in a position of sharing the knowledge and skills acquired during the course with others.

Course Venue: Chikankata, Zambia

Course duration: 2 weeks

Course Cost: US\$ 800

Course enrolment: Maximum Participants, 25

Modules

1. General introductions
2. Psychosocial issues of children
3. Psychosocial support for OVC
4. Responses to the OVC situation
5. Life skills
6. Caring for the Carer

Module 1: General introduction

Output OVC concepts and trends shared	Performance Objectives: PSBAT: 1. Define an orphan, vulnerable child and explain the concept of OVC 2. Discuss the magnitude of the OVC situation from available statistics. 3. Discuss the key determinants to OVC situation				
Units and elements <table border="0"> <tr> <td style="vertical-align: top;"> 1. Definitions and concepts <ul style="list-style-type: none"> ▪ A child ▪ An orphan ▪ A vulnerable child </td><td style="vertical-align: top;"> 3. Key determinants to OVC situation <ul style="list-style-type: none"> ▪ HIV/AIDS ▪ War ▪ Separation of parents ▪ Poverty ▪ Economic policies ▪ Natural disasters ▪ Traditional practices and beliefs ▪ Disability </td></tr> <tr> <td style="vertical-align: top;"> 2. Global, regional, national & local statistics on OVC <ul style="list-style-type: none"> ▪ Global trends ▪ National trends Local trends </td><td></td></tr> </table>		1. Definitions and concepts <ul style="list-style-type: none"> ▪ A child ▪ An orphan ▪ A vulnerable child 	3. Key determinants to OVC situation <ul style="list-style-type: none"> ▪ HIV/AIDS ▪ War ▪ Separation of parents ▪ Poverty ▪ Economic policies ▪ Natural disasters ▪ Traditional practices and beliefs ▪ Disability 	2. Global, regional, national & local statistics on OVC <ul style="list-style-type: none"> ▪ Global trends ▪ National trends Local trends	
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Module 2: Psychosocial Issues of Children

Output

Information on Psychosocial Issues of Children shared

Performance Objectives:

PSBAT:

- State children's psychosocial needs
- Discuss outcomes of positive and negative attachment process
- Describe the dimensions of social energy
- Describe loss, grief and mourning
- Discuss grief reactions at different stages of child development
- Identify stress factors and indicators in children
- Describe various forms and indicators of child abuse

Units and elements

2.1 Psychosocial needs of children

- Physical needs
- Emotional needs
- Social needs
- Spiritual needs
- Cognitive needs

2.2 Attachment Theory

- Attachment (description)
- Outcomes of positive attachment
- Outcomes of negative attachment

2.3 Social Energy & its dimensions

- Social energy (description)
- Self-conscience
- Self-steering
- Motivation
- Empathy
- Social competence

2.4 Loss, Grief and Mourning

- Loss
- Grief: definition
- Mourning - definition
- Grief reactions
- Tasks of mourning

2.5 Mourning in Children

- Children's understanding of death and dying and grief
- **Reactions at different ages**
- Factors influencing the mourning process

2.6 Stress in Children

- Definition
- Stress factors
- Characteristics of a child who is coping well
- Characteristics of a child who is not coping well
- Factors that make it hard for children to cope

2.7 Child abuse

- Description of child abuse
- Types of child abuse
- Indicators of child abuse
- Effects of child abuse
- Causes of child abuse

Module 3: **Psychosocial Support for OVC**

Output

Knowledge and skills on psychosocial Support for OVC shared

Performance Objectives:

PSBAT:

- Describe the Child counselling process
- Describe the bereavement counselling process and model
- Discuss strategies for promoting resilience in children
- Describe various forms of play therapy and its role in child counselling
- Describe and role play bereavement counselling process
- Describe basic skills for counselling abused children

Units and elements

3.1 Child Developmental Stages

- Psycho-sexual stages of child development
- Erickson's stages of human development

3.2 Child Counselling

- Description
- Counselling children with special concerns
- Indicators of children in difficult circumstances
- Children's concerns in counselling
- Stages in child counselling process

3.3 Bereavement counselling

- Communicating with children about death and dying
- Stages of the grieving process
- Bereavement counselling model

3.4 Promoting resilience in children

- Self esteem repair
- Memory boxes
- Story telling
- Photos
- Documents
- Objects
- Tapes and videos
- Ways in which you could offer psycho-social support
- Factors that will help children cope
- Life skills

3.5 Play therapy and experiential learning

- Play therapy description
- Types of play
- Curative powers of play
- What children learn in play
- Play inhibitors
- Play materials
- Use of play in counselling
- Art in play therapy
- Experiential learning

RATN course calendar 2005

Module 4: Responses to the OVC Situation**Output**

Response to OVC situation discussed

Performance Objectives:**PSBAT:**

- Analyse Government, Institutional, Community and Family responses to the OVC situation
- Discuss different OVC care models
- Discuss child rights programming
- Discuss laws pertaining to children

Units and elements**4.1 SWOT analysis of Government, Institutional, Community and Family response to the OVC Situation**

- **Family:** care by surviving parent, care by sibling, care by extended family
- **Community:** adoption and foster parenting, community based support initiative
- **Institutional:** orphanages, community schools, feeding, drop-in and day care centers
- **Government:** Creating an enabling environment

4.2 OVC Care Models

- Community Based OVC Support and Community schools
- Orphanages,
- Children's villages/towns
- Transit homes
- Adoption
- Foster parenting
- OVC camps
- Drop in Centres
- Child friendly corners

4.4 Child Rights Programming

- Convention on the Rights of the Child
- From Needs to Rights
- Claim - duty patterns of relations
- Analysing duty bearer relations
- Role and capacity gap analysis
- Role and accountability analysis

4.3 Laws pertaining to Children

- Adoption act
- The widows and orphans Pensions Act
- Affiliation and maintenance of Children Act
- The legitimacy Act
- The interstate succession Act
- Juveniles Act
- Gaps in the law and policy in the implementation of the CRC

Module 5: Life skills**Output**

Inter and intra personal skills shared

Performance Objectives:

PSBAT:

1. Discuss some of the important life skills for children

Units and elements**1. Life skills**

- Assertiveness skills
- Negotiation skills
- Communication skills
- Listening

Children and their Carers Course	
Module	
Output	Performance Objectives: PSBAT: 1.

Module 6: Caring for the Carer	
<p>Output</p> <p>Child counselling techniques and skills shared</p>	<p>Performance Objectives:</p> <p>PSBAT:</p> <ol style="list-style-type: none"> 1. Describe stress and burnout 2. State some of the causes of stress and burnout 3. Describe some of indicators of stress and burnout 4. Describe coping mechanisms for stress and burnout
<p>Units and elements</p> <p>9.1 Description of stress and burnout</p> <p>9.2 Causes of stress and burnout</p> <ul style="list-style-type: none"> ▪ Stressful tasks ▪ Organisational difficulties ▪ Personal level <p>9.3 Indicators of stress and burnout</p> <ul style="list-style-type: none"> ▪ Physical ▪ Behavioural ▪ Cognitive/Affective <p>9.4 Prevention and management of stress and Burnout</p> <ul style="list-style-type: none"> ▪ Emotional support ▪ Context management ▪ Environment ▪ Support preferences 	

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HQ,685A

Tel: 260-1-220821

Fax: 260-1-226784

E-mail: chikankata@zamnet.zm

Course Contact: Capt. Angela Hachitapika

Programme evaluation

The following will be used to assess participants' understanding of the course content:

- ☐ Assignments
- ☐ Role plays
- ☐ Post- course evaluation questionnaires
- ☐ Pre-test and Post test

Certification

RATN certificate of participation will be given to participants at the end of the course

COMMUNICATION AND BEHAVIOUR

March 7-April 8, 2005

Malawi Institute of Management

Lilongwe, Malawi

The Malawi Institute of Management (MIM) specializes in management training, consultancy and research. It aims to enhance the professional competence of individual managers and chief executives and contributes to the strengthening of the organisations in which they work. The areas in which MIM conducts training, consultancy and research include: business management, economics and project management, organisation behaviour, human resources and information technology among others.

Course Venue: Lilongwe, Malawi

Course Duration: Five (5) weeks

Course Cost: US \$3000

Course enrolment: Maximum participants (20)

Course Title:

Communication and Behaviour: Principles and Practice

This course is designed to respond to training needs in the area of Communication and Behaviour. Participants will acquire knowledge and understanding of priorities in sexual and reproductive health, with a focus on

Adolescence and gender Issues. The course builds capacity in the field of communication planning, focusing on behaviour, audience and gender channel analysis, formative research, monitoring and evaluation. Participants will learn the process of material development, production and utilization based on data.

Target Participants

Participants include: Programme Planners and Managers, Women and Youth Programme Coordinators, Creative Producers, Adult Educators, and Trainers in communication and related fields from governments, NGO's and International agencies.

Outline of Topics

Communication and Behaviour

- ❑ Programme priority issues
- ❑ Communication concepts and definitions
- ❑ Behaviour theories and behaviour analysis
- ❑ Objective setting
- ❑ Communication Programme planning
- ❑ Strategy development including partner and media selection
- ❑ Mass, group and traditional media
- ❑ Interpersonal communication and counselling

Research Methodologies

- ❑ Audience and channel analysis
- ❑ Formative research, monitoring and evaluation
- ❑ Qualitative and quantitative research Methods

Creating and Producing The Message

- ❑ Message positioning and Design
- ❑ Basic principles of design
- ❑ Creating design decisions
- ❑ Material development and printing techniques
- ❑ Production of materials including Print, Radio and Drama
- ❑ Pre-testing materials and production

Plan Development and Implementation

- ❑ Media plan development
- ❑ Management of program implementation
- ❑ Monitoring and evaluation

Training Methods:

The overall methodology will be interactive and participatory in nature. Appropriate exercises, group work, and role-plays will be designed to enhance

the theories and concepts presented. Educational field trips will be designed to enhance the theories and concept presented.

Participants' evaluation:

Pre and Post course tests will be administered to provide participants and instructor feedback in addition to ongoing feedback to the participants throughout the course.

Certificates awarded:

A certificate of participation will be awarded jointly by RATN and UNICEF

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General email: executive@malawi.net
mimexecutive@malawi.net

Website: www.malawi.net/mim

Course Contact: Kelvin Storey
storeyk@mim.co.mw

COMMUNITY CARE OF HIV/AIDS

February 28-March 18th 2005

The Family AIDS Caring Trust (FACT)

Mutare, Zimbabwe

FACT is a Christian-based organisation founded in 1987 and mandated to provide HIV/AIDS Prevention programmes, training and care for the whole person. FACT with the headquarters in Mutare, Zimbabwe, is committed to the expansion and improvement of training programs at all levels.

Course Title: Community Care of HIV/AIDS

Course venue: Mutare, Zimbabwe

Course duration: Three(3)weeks

Course cost: US\$1500

Course Enrollment: Maximum participants, 20

Outline of Topics

Introduction

Presents purpose and encourages sharing of experiences, expectations and concerns

Building Training Skills

Identifies practical skills necessary to develop effective training programmes for various communities. Participants engage in practical exercises and demonstrations to develop their skills

Impact of HIV/AIDS

The topic presents the impact of the epidemic as it is felt across societies in terms of economic and social factors including the gender issues

Clinical Aspects of HIV/AIDS

Topic describes HIV/AIDS progression in the body from onset until the clinical diagnosis of AIDS including the minor and major symptoms in adults and children

Management of Risk Factors

This topic identifies some of the risks and vulnerability factors that pre-dispose men and women to HIV/AIDS infection

Counselling concepts and Approaches

Looks at the 'helping skills' that participants will be able to practice and to demonstrate in certain counseling situations

Caring for the Community Care Provider

Defines different groups of community care providers, services offered and highlights need of gender issues in community initiatives

Orphans and Vulnerable Children (OVCs)

The topic clarifies the definition of a child, both socially and culturally in each participant's country of origin and as mandated in the United Nation's Convention of the Right of the Child.

Care for PLWHAs (Palliative Care)

The session explores the in-depth meaning of palliative care, including pain control, spiritual and pastoral care and social support.

Working with Communities

The topic introduces participants to the process of working with communities and supporting them in providing services for PLWHAs.

Income generating Activities (IGAs)

It introduces the concept of IGAs and lets the participants explore and analyse communities' opportunities for creating successful and sustainable projects

Mainstreaming Gender into the project cycle

Introduces the repetitive or iterative steps in the project cycle. Through highly participatory exercises, the participants explore the entire cycle and address gender issues as paramount in HIV/AIDS initiatives.

Good Management Practices

The topic introduces skills necessary for effective management of an HIV/AIDS programme. After identifying the human resource and project considerations, monitoring procedures are defined with practical exercises.

CONTACTS

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General email: fact@mango.zw

Course Contact: Pardon Muyambo
E-mail: pmuyambo@fact.org.zw

COMMUNITY CARE OF HIV/AIDS

April 24-May 14, 2005

August 7-27, 2005

Chikankata Health Services Chikankata, Zambia

Chikankata Health Services focuses on the holistic care of patients through the most appropriate interventions, the on-going creation of sustainable partnerships with people and communities who are also striving for health and development and developing the potential in people who will serve Zambia's need for health and capacity building.

Course venue: Chikankata, Zambia
Course Duration: Three (3) weeks
Course cost: US \$ 1500
Course enrolment: Maximum participants, 20-25

Course title: COMMUNITY CARE OF HIV/AIDS

The course seeks to have participants identify HIV/AIDS care models, identify workable strategies that enhance family coping abilities and educate caregivers. It further seeks to promote skills in health education and communication for AIDS prevention as a means to enhancing behaviour change. It is anticipated that participants will have learned skills in communication and counselling and examine strategic factors to broaden their institutional ability to respond to HIV/AIDS.

Outline of topics

Introduction

Presents purpose and encourages sharing of experiences, expectations and concerns

Building Training Skills

Identifies practical skills necessary to develop effective training programmes for various communities. Participants engage in practical exercises and demonstrations to develop their skills

Impact of HIV/AIDS

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Clinical Aspects of HIV/AIDS

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Counselling concepts and Approaches

Looks at the 'helping skills' that participants will be able to practice and to demonstrate in certain counseling situations

Caring for the Community Care Provider

Defines different groups of community care providers, services offered and highlights need of gender issues in community initiatives
Orphans and Vulnerable Children (OVCs). The topic clarifies the definition of a child, both socially and culturally in each participant's country of origin and as mandated in the United Nation's Convention of the Right of the Child.

Care for PLWHAs (Palliative Care)

The session explores the in-depth meaning of palliative care, including pain control, spiritual and pastoral care and social support.

Working with Communities

The topic introduces participants to the process of working with communities and supporting them in providing services for PLWHAs.

Income generating Activities (IGAs)

It introduces the concept of IGAs and lets the participants explore and analyse communities' opportunities for creating successful and sustainable projects

Mainstreaming Gender into the project cycle

Introduces the repetitive or iterative steps in the project cycle. Through highly participatory exercises, the participants explore the entire cycle and address gender issues as paramount in HIV/AIDS initiatives.

Good Management Practices

The topic introduces skills necessary for effective management of an HIV/AIDS programme. After identifying the human resource and project considerations, monitoring procedures are defined with practical exercises.

Training Methods

Focus group discussions, lectures, research, interactive participation, observation and field trips

Participants' evaluation: Completion of two assignments, class participation and minor research

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Course Contact: Capt. Angela Hachitapika

COMMUNITY CARE OF HIV/AIDS

May 2-20, 2005

Nov 7-25, 2005

The AIDS Support Organisation (TASO)**Kampala Uganda**

The AIDS Support Organisation (TASO) is a non-governmental organisation existing to contribute to a process of restoring hope and improving the quality of life of persons and communities affected by HIV infection and disease. TASO offers counselling, medical care, training, capacity building and advocacy services while promoting positive attitudes towards people with AIDS and their families.

Course Title: Community Care of HIV/AIDS

The course has been designed to impart training skills to teach workers the mobilisation of communities in responding to HIV/AIDS and to build community based HIV/AIDS programmes. Participants learn how to train workers to support and supervise community volunteers.

Course Venue: Kampala, Uganda
Course Duration: Three (3) weeks
Course Cost: US \$ 2400
Course enrolment: Maximum participants, 20

Outline of Topics

Introduction

Presents purpose and encourages sharing of experiences, expectations and concerns

Building Training Skills

Identifies practical skills necessary to develop effective training programmes for various communities. Participants engage in practical exercises and demonstrations to develop their skills

Impact of HIV/AIDS

The topic presents the impact of the epidemic as it is felt across societies in terms of economic and social factors including the gender issues

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Counselling concepts and Approaches

Looks at the 'helping skills' that participants will be able to practice and to demonstrate in certain counseling situations

Caring for the Community Care Provider

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The session explores the in-depth meaning of palliative care, including pain control, spiritual and pastoral care and social support.

Working with Communities

The topic introduces participants to the process of working with communities and supporting them in providing services for PLWHAs.

Income generating Activities (IGAs)

It introduces the concept of IGAs and lets the participants explore and analyse communities' opportunities for creating successful and sustainable projects

Mainstreaming Gender into the project cycle

Introduces the repetitive or iterative steps in the project cycle. Through highly participatory exercises, the participants explore the entire cycle and address gender issues as paramount in HIV/AIDS initiatives.

Good Management Practices

The topic introduces skills necessary for effective management of an HIV/AIDS programme. After identifying the human resource and project considerations, monitoring procedures are defined with practical exercises.

Training Methods

Instructional experiences, group work, role-playing simulation exercises and story telling

Participant evaluation: theory examination, participant's evaluation of their training experiences as sought by course facilitators

Physical address: TASO Training Centre, Kanyanya off Gayaza road (after Mpererwe)

Postal Address: P.O Box 10443, Kampala, Uganda

Telephone: 256-41-567637/075750034 /077481974 /077444585

Fax: 263-41-566704

Website: www.tasouganda.org.ug

Course Contact: Miriam Katende

E-mail: mail@tasouganda.org; training@tasouganda.org

COUNSELLING

May 16-June 10, 2005

September 5-30th 2005

Connect Institute of Systematic Theory
Harare, Zimbabwe

Connect (the Zimbabwe Institute of Systematic Therapy) is a Zimbabwean welfare organization staffed by professional counselors and trainers. It offers counselling, training and consultancy services to all aspects of the community.

Course Title: A Systemic Approach to HIV/AIDS Counselling

A practical course designed to meet needs of counsellors in work settings providing skills in the systemic approach to counselling of individuals, families and other social groups infected or affected by HIV/AIDS. It provides supervisors and trainers with instructions on Counselling.

Course Venue: Harare, Zimbabwe

Course Duration: Four (4) weeks

Course Cost: US \$ 2500

Course enrolment: Maximum participants, 20

Outline of Topics:

Systems Theory and Concepts

- ❑ Enhancing communication skills
- ❑ Helping clients in decision making and choices
- ❑ Tools used by counsellors to help families

Systemic HIV/AIDS Counselling

- ❑ Policy, ethical and legal issues
- ❑ Pre and post counselling

The Genogram

- ❑ A tool for information gathering
- ❑ Identifying relational patterns
- ❑ Issues relating to losses in the family

Marital issues

- ❑ Premarital counselling
- ❑ Social problems arising following diagnosis of HIV/AIDS

Bereavement and Suicide

- ❑ Working with bereaved families
- ❑ Working with bereaved children
- ❑ Dealing with suicide

Supervision and Training of Counsellors

- ❑ Supervision relationship and roles
- ❑ Peer Supervision
- ❑ The cyclical model of counsellor supervision

Training methods: Divided into 2 Modules.

Module 1 - Basic theoretical knowledge and practice of skills through role-plays and small group work.

Module 2 - development of practice skills, supervision of clinical experiences through use of live, audio and video taped sessions

Participant evaluation: Theoretical paper, practical examination in form of audio tape experience

Postal Address: P.O. Box 6298
Physical Address: Belvedere Avenue, between Convair and Ganges Road
Tel: 263-4-741726/741719, 741794
Fax: 263-4-721879
General e-mail: connect@mweb.co.zw
Website: www.connect.co.zw

Course Contact: Olga T. Madondo
Email: connect@mweb.co.zw

COUNSELLING

April 4-29, 2005

August 1-26, 2005

Kenya Association of Professional Counsellors (KAPC) Nairobi, Kenya

The mission of KAPC is to facilitate the creation of a social climate where society communities, organisations, families or individuals can consider the opportunities of change. KAPC offers three categories of membership: for the general public; for recognition by KAPC as a counsellors; and for recognition as counsellors trainers; it offers courses leading to certificates, higher diplomas and MA in counselling studies in collaboration with the University of Durham

Title: AIDS Counselling: Current Challenges

Course Venue: Nairobi, Kenya
Course Duration: Four (4) weeks
Course Cost: US \$ 1780
Course enrolment: Maximum participants, 20

Outline of Topics

Counselling

- ☐ Definition of counselling
- ☐ Education and Counselling
- ☐ Counselling as a therapeutic intervention

HIV/AIDS Update

Model of the self-concept

- ❑ Self image, self esteem, body image and ideal self
- ❑ Model of the self-concept in relation to HIV positive people and its evaluation

Theories of Counselling

- ❑ Psychoanalytical theory
- ❑ Behavioural Theory
- ❑ Humanistic theory
- ❑ Eclecticism

Practical Counselling Skills

Practical skills are explored in small groups and participants gather the integrating skills in their counselling approach

Practical Training Skills

Conveyed by teaching others in counselling approaches to responding in HIV/AIDS challenge

Therapeutic outcomes

Comparing and contrasting therapeutic factors in counselling

Evidence that counselling is an effective intervention

Foundations to assess and monitor counselling skills

Training methods

Theoretical and experiential

Practical skills gained through small groups and role-playing through simulation from real life counselling situations, video recording and completion of personal journals

Postal Address: P.O. Box 55742
Physical Address: Engyo Plaza, Kamunde Road
Tel: 254-20-786310/784217/781527
Fax: 254-20-789055
Website: www.kapc.or.ke
General e-mail: nairobi@kapc.or.ke

Course Contact: Elias Gikundi
Email: egikundi@kapc.or.ke

COUNSELLING

March 7-April 1st, 2005

June 6th - July 1st, 2005

Sept 5th-30th, 2005

Kara Counselling and Training Trust Lusaka, Zambia

Kara Counselling and Training Trust is a registered charity established in 1989. Its mission statement is to promote psychological awareness and to provide counselling and other related services that respond to current needs of human development in Zambia. Kara's objectives include the promotion of behaviour change for HIV/AIDS prevention, the provision of psychological counselling services for HIV/AIDS related problems and the promotion of the principles of community based care and support for those living with HIV/AIDS. It has the additional emphasis of providing professional training and capacity building. It continues to be a pioneer in the development of counseling practice in Zambia and the region.

Title: An Eclectic Approach to Counselling: Its role in the HIV/AIDS Field

The course lays emphasis on the professional approach to counselling to introduce and explore counselling theories and practice as basis for an eclectic approach to counselling. Participants learn how to interact, relate and help others. Updated information on HIV/AIDS is provided to strengthen counselling skills and practices in the context of HIV/AIDS. Other areas explored include the ethical and legal aspects of counselling and coping mechanism on stress and burn-out.

Target Participants: Applicants should preferably be practising as counsellors in government agencies, NGOs and other appropriate counselling centres. Applicants should possess a basic course in counselling skills.

Course Venue: Lusaka, Zambia
Course Duration: Four (4) weeks
Course Cost: US \$ 2000
Course enrolment: Maximum participants, 20

Outline of Topics

- ☐ Model of the Self-Concept
- ☐ Self concept
- ☐ Self image, ideal self, self esteem
- ☐ Body image
- ☐ Self concept applied to people who are HIV positive

Theories of Counselling

- ☐ Psychoanalytic theory
- ☐ Behavioural theory
- ☐ Humanistic theory
- ☐ Introduction to eclecticism

Behavioural Counselling

- ❑ Condition and behaviour modification
- ❑ Social Learning
- ❑ Systematic de-sensitisation
- ❑ Assertiveness training
- ❑ Relaxation

Humanistic Counselling

- ❑ Moreno
- ❑ Gestalt
- ❑ Non-directive

Eclectic Counselling

Process and Practice of Counselling

- ❑ Verbal communication
- ❑ Group counselling

Therapeutic Outcomes

Training methods: lectures, discussion, role plays, video and audio cassettes and recording, dyad and triad grouping, verbatim reports

Participant evaluation: Participants are evaluated on on-going basis and feedback in respect to performance provided

Postal Address: P.O. Box 37559, Lusaka, Zambia

Physical Address: Kara House, Kutwa Road, Lusaka

Tel: 260-1-229847

Fax: 260-1-229848

General e-mail: kara@zamnet.zm

Course Contact: Francis Mangani

COUNSELLING SUPERVISION

Jan 17-28, 2005 (First block)

June 13-24, 2005 (Second block)

Kenya Association of Professional Counsellors (KAPC)

The mission of KAPC is to facilitate the creation of a social climate where society communities, organisations, families or individuals can consider the opportunities of change. KAPC offers three categories of membership: for the general public; for recognition by KAPC as a counsellors; and for recognition as counsellors trainers; it offers courses leading to certificates, higher diplomas and MA in counselling studies in collaboration with the University of Durham

Course Title: Counsellor Supervision

Counsellor supervision is an essential requirement for all counsellors. Counsellors need it not only in order to survive but also to thrive in what can be a deeply rewarding role, yet one that can be professionally isolating, frustrating and emotionally draining.

Supervision is the forum where counsellors reflect on their work with clients and learn from that reflection through their interaction with an experienced counsellor who takes on the role of supervisor. It is a highly confidential relationship and the welfare of the client is at the heart of this relationship.

The use of effective supervision is an important element in counsellor development throughout the counsellor's working life. It should be regular and appropriate and should correspond with the amount of client work. Very busy counsellors are recommended to have supervision every week.

Target Audience

Qualified and practising HIV/AIDS counsellors, counsellor trainers, counsellor supervisors and counsellors in supervision with postgraduate certificate, Diploma or MA in counselling.

Course Venue: Nairobi, Kenya
Course Duration: Three (3) weeks
Course Cost: US \$ 2300
Course enrolment: Maximum participants, 12

This course will be in three modules. Each module will take one week giving a total duration of three weeks. The Training will be done in two blocks. The total tuition time will 105 contact hours and 103 hours of supervising clients and being supervised for client and supervision work for the trainee supervisors. Facilitation will be in collaboration with Kara Counselling, Zambia.

The two tuition blocks will be conducted separately with six months in between the sessions. During the break, the trainee supervisors will be required to attend supervision (mainly peer at local level and at least once every two months conducted by KAPC or Kara) and organise and supervise a group of practising counsellors

Module 1 - Introduction To Counselling Supervision

a.

Theory

1. History of Counselling Supervision.

2. Defining Counselling Supervision.
3. An overview of current approaches to Counselling Supervision.
4. Three approaches/models of Counselling Supervision:
Person Centred, a cyclical Model and an Integrative Approach
will be introduced.
5. Introduction to the roles, relationships, tasks and processes of
Counselling supervision.

(i) Practice

1. Introduction of self and peer assessment methods.
2. Recorded practice sessions exploring presented theoretical
approaches.
3. Reviewing and critically commenting on recorded counselling
supervision practice sessions.

(ii) Issues

Examination of Code of Practice and Ethics for Counselling
Supervision, with application to issues encountered by students in
their counselling supervision practice as supervisee or supervisor.

(iii) Professional and Personal Development

1. Defining professional and personal learning objectives for on-
going self-monitoring of progress.
2. Developing reflective practice and constructive critical capacity
in relation to theory and practice.
3. Monitoring and being aware of impact of practice on self and
colleagues, identifying own process and issues and bringing
them to group discussion.

(iv) Integration of elements of module

Theoretical knowledge and understanding to inform counselling
supervision practice, as a supervisee and counselling supervisor.

Module 2 – Developing Counselling Supervision
Supervision in Context

(i) Theory

1. Critical examination of the roles, relationships, tasks and
processes of Counselling Supervision.

2. Context of Counselling Supervision – current trends and debates, for example, within organisations.
3. Settings of Counselling Supervision, independent or part of the counselling organisation, implications for 'best practice' and accountability.
4. Beginning to choose a preferred theoretical approach through in-depth examination and application to counselling supervision practice.
5. Supervising Counselling trainees, developmental stages of supervisee and supervisor, implications and challenges, relationship or Counselling Supervisor with counselling course.
6. Introduction to Counselling Supervision and Case studies, to identify and discuss relationships, process, patterns, themes and the impact and use of Counselling supervision on student as Supervisor and supervisee.
7. Record keeping- introduction to rationale and range of methods.

(ii) Practice

1. Recorded Counselling Supervision practice sessions, providing opportunity for students to identify and develop chosen theoretical approach.
2. Recorded Counselling Supervision practice sessions in the field for review and critical comment, for example, using IPR (Interpersonal Process Recall).
3. Student Presentation of recorded practice session with discussion of commentary including critical analysis of skills and process by tutors and peers.

(iii) Issues

1. Identify and critically examine power, gender, race and other dynamics which may be encountered in Counselling Supervision relationships.
2. Identify and critically examine roles within Counselling Supervision in relation to ethical, legal or professional dilemmas and conflicts which may be encountered, for example, conflict between interest of client or supervisee and organisation paying for supervision of your supervisee.
3. Research – discuss and evaluate current trends and debates in Counselling Supervision.

(iv) Professional and personal development.

Identify impact of Counselling Supervision training and practice of Counselling Supervision on individuals.

(v) Integration of elements of module.

Critical examination and reflection on how increased theoretical knowledge and carefully explored practice can be developed, be consolidated and flourish in a professional manner.

Module 3 – Transitions and Evaluating Counselling Supervision

This module, building on “Introduction to Counselling Supervision” and “Developing Counselling Supervision” offers an opportunity for participants to reflect upon and evaluate their counselling supervision practice with increased professional awareness.

(i) Theory:

1. Identify, critically examining and evaluating the impact of transition from counsellor to counselling supervisor in relation to roles, relationships, tasks and processes of Counselling Supervision.
2. Contracting, re-contracting and ending contracts for counselling supervision – an opportunity for review and refinement.
3. Annual Review – concept, rationale and methods.
4. Record keeping and other administrative aspects of counselling supervision, finding an effective style for your professional practice.
5. Theory and practice of consultative supervision presented and examined.

(ii) Practice:

1. Video recorded practice sessions, producing material for critical analysis of integrated practice of chosen theoretical approach or model.
2. Presentation of recorded session along with in-depth commentary as element of self, peer and tutor assessment.

(iii) Issues:

Personal and professional issues arising from transitions experienced in counselling supervision and how to manage them effectively as counselling supervisor and supervisee. For example, dual or multiple relationships, conflict of roles, ethical dilemmas and decision-making.

(iv) Professional and Personal Development

1. Reflection and evaluation of self as a counselling supervisor and how supervisees might see you in that role. Reflecting on any changes in perception or relationship with students' supervisors.
2. Reflection of defined learning objectives for the course and for each module.

(v) Integration

1. Effective integration of theory, practice and self-awareness through evaluation of practice informed by theory. An awareness of professional concerns and ethical responses to them drawn from students' experiences and the literature.
2. Integration, growth and learning through self and peer practice, assessment and discussion.

Methodology

This will be participatory, experiential, small group work, presentations of oral and written client work, audio and videotapes of client work, case work and discussions.

Assessment/ Evaluation

This will be done through the assessment of the supervisee's written commentary of their audio or videotape of client work. It will be both summative and formative.

Summative comprises of 2000 word essay and critical commentary of a taped video session of 1000 words.

Formative assessment comprises of on-going critical analysis of recorded practice.

Postal Address: P.O. Box 55742

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Tel: 254-20-786310/784217/781527

Fax: 254-20-789055

Website: www.kapc.or.ke

General e-mail: nairobi@kapc.or.ke

Course Contact: Elias Gikundi

Email: egikundi@kapc.or.ke

GENDER

June 21-July 2, 2005

Tanzania Gender Networking Programme (TGNP) Dar es Salaam, Tanzania

The Tanzania Gender Networking Program (TGNP) is a civil society organisation which is non partisan, non-denominational and non-governmental promoting gender equality and equity. To achieve its goals, TGNP undertakes the following activities: training, capacity building, outreach, information generation and dissemination, activism, lobbying and advocacy

Course Title: Gender Training on Policy and HIV/AIDS

The course focuses on enhancing the capacities of senior level actors, policy makers and managers working in HIV/AIDS issues in the region on gender and policy issues. It consists of familiarizing participants with key gender policy concepts and the sharing of information and experiences on HIV issues. The course seeks to develop strategies for addressing gender gaps within policy programs for more effective gender progressive interventions.

Course venue:	Dar es salaam, Tanzania
Course Duration:	2 Weeks
Course Cost:	US \$ 2500
Course enrollment	Maximum participants 20

Outline of topics

The course is divided in to modules

MODULE 1: Introductions: Getting to Know Each Other

- Self and Organizational Introduction
- Participants expectations

MODULE 2: Conceptual Building On Gender as It Relates To Policy and HIV/AIDS Issues

- Rationale for key gender concepts in policy
- Key Gender concepts

MODULE 3: Gender Conceptual Frameworks and Participatory Animation Methodologies

- Characteristics of Participatory/Animation methodologies
- Application to HIV/AIDS intervention
- Animation/Participatory methodologies
 - Case studies
 - Power walk
 - VIPP

MODULE 4: HIV/ AIDS Interventions with a Gender Perspective

- Gender Analysis Framework
- Rationale for Gender analysis
- Life Cycle Framework
- The Harvard Analytical Framework
- The Gender Equality and Women's Empowerment Framework
- Capacity and Vulnerability Framework

MODULE 5: Policy Analysis And Development With A Gender Perspective

- Conceptual clarifications on gender and policy
- Rationale for mainstreaming gender approaches to HIV/AIDS policy and Approaches

MODULE 6: Putting Gender and HIV on the Agenda: From analysis to action

- Rationale for HIV/AIDS Programming
- Gender Within
- Gender Without
- Breaking the silence on Gender in HIV/AIDS
- Programming for HIV/AIDS and Gender

MODULE 7: Strategising For the Future

- Conceptual understanding of the principles of advocacy, coalition building and organising for activities

MODULE 8: *Evaluation*

- Follow up and evaluation
- conclusions
- Post test questionnaire - evaluation

Participant Evaluation: A joint RATN/TGNP certificate is awarded upon successful completion

Postal Address: P.O Box 8921 Dar es Salaam, Tanzania

Tel: 255-22-2443205, 2443450

Fax: 255-22-2443244

Email: tgnp@tgnp.co.tz or info@tgnp.co.tz

Website: www.tgnp.co.tz

Course Contact: Angela Mattijo

Email: angelamattijo@tgnp.co.tz

GENDER

Feb 28- March 5, 2005

Institute of Development Management

The Institute of Development Management (IDM) Botswana, Lesotho and Swaziland was established in 1974 to provide management training, research and consultancy services to the BLS countries. Since its inception, the Institute has striven to promote socio-economic development in the region. Although its mandate has been to focus on the three BLS countries, of recent there has been a steady increase in the number of IDM activities in the wider SADC region.

Title: Gender and HIV/AIDS

The course is designed to help regional participants understand gender concepts, discuss gender based vulnerability and apply the necessary framework(s) in the development of appropriate strategies for responding to HIV/AIDS and explore tools vital for gender mainstreaming into HIV/AIDS service organizations.

Course venue: Gaborone, Botswana

Course Duration: Two (2) weeks

Course cost: US \$ 1000

Course enrollment: Maximum Participants 25

Course Outline

Module 1: Global and Regional trends of HIV/AIDS epidemic

Module 2: Gender Concepts

Module 3: Prevention, Treatment and Care

Module 4: HIV/AIDS and Human Rights

Module 5: Managing Gender in HIV/AIDS Programme and Advocacy For Change

Module 6: Facilitation Skills

STATEMENT OF APPROACH TO LEARNING

Lectures

Discussions

Group Work

Case Studies

Simulations

ASSESSMENT METHODS

Peer review

Group Work

Postal address: P.O. Box 1357, Gaborone, Botswana

Physical address: Plot Nos. 21222 and 21254, Mobuto Road, Gaborone.

Tel: 267-3952371

Fax: 267-3913296

General Email: idmro@idmbls.com

Course Contact: Rose Choto
rosechoto@idmbls.com

Website: www.idmbls.com

PALLIATIVE CARE
November 7-25, 2005

Mildmay International
Kampala, Uganda

Mildmay is an international Christian organisation involved in consultancy, training and AIDS palliative care services worldwide. In Uganda, Mildmay international has been strengthening the educational infrastructure for Uganda Health care professionals active in HIV/AIDS care in hospitals, health dispensaries and the communities through the Mildmay International Study Centre (MISC). Mildmay International operates a comprehensive programme of training and education on all aspects of holistic HIV/AIDS care and management with the overall aim being to help key workers manage the situation in their respective countries more effectively. Audiences for their training includes health and social care professionals, people who work with children, government officials, People Living With HIV/AIDS, their families and carers and managers of health care facilities.

Course Title: Rehabilitation and Palliative Care for People Living with HIV/AIDS

The course is designed to enable health and allied professionals to deliver effective rehabilitation and palliative care to people who are living with HIV/AIDS, their families and communities. In so doing, it is anticipated that the course will go a long way in building in-country capacity. Participants acquire the knowledge to assess physical, psycho-social and spiritual needs of people with HIV/AIDS, identify the principles of communication skills for effective communication and develop effective clinical skills which take into account the associated, sensitive and cultural issues.

Course venue: Kampala, Uganda

Course Duration: Three (3) weeks

Course cost: US \$ 1600

Course enrollment: Maximum Participants 25

Outline of topics:

- ☐ Introductions
- ☐ Principles of Communication and Counselling
- ☐ Symptom Control
- ☐ Home Based Care (HBC) for People Living with HIV/AIDS
- ☐ Managing Pain
- ☐ Care of Emotional and Social needs of Children Affected by HIV/AIDS
- ☐ Principles and Practices of Rehabilitation and Palliative Care in HIV/AIDS
- ☐ HIV/AIDS Myth and Fact: Culture and Gender
- ☐ Managing Opportunistic Infections

Postal address: P.O. Box 24985, Kampala, Uganda

Physical address: Plot 127, Entebbe road, Naziba Hill, Lubowa near Lweza

Tel: 256-41-200862/5/7

Fax: 256-41-200861

Website: www.mildmay.org.ug

General Email: misc@mildmay.or.ug

Course Contact: Berna Namukwaya
registrar@mildmay.or.ug

MANAGEMENT AND ADMINISTRATION OF HIV/AIDS

Mananga Regional center For International – March 21-April 15, 2005

Malawi Institute of Management –Sept 12 – Oct 8th, 2005

ESAMI – June 6-July 1, 2005

Through previous RATN meetings and consultations in the region and beyond, the area of **Management and Administration for HIV/AIDS Program Managers** was identified as one in which there were training gaps, and in which it would be worthwhile to develop a regional-level skills-building course for mid-level managers of HIV/AIDS interventions programs. The course is a collaborative effort between Mananga (Swaziland), MIM (Malawi) and ESAMI (Tanzania).

Course Title: **Management And Administration For HIV/AIDS Program Leaders/Managers In Africa**

Target Group

The target candidates for the course include

- ☐ HIV/AIDS program leaders/managers in government, private sector, parastatals and civil society at local, national and regional level
- ☐ Politicians, policy makers and middle to senior level decision makers in government and civil society to create an enabling environment for program and PLWHA
- ☐ Trainers in HIV/AIDS and management programs

- ☐ Program Officers of Donor funded HIV/AIDS programs

Course Venues :Manzini, Swaziland, Arusha, Tanzania and Lilongwe, Malawi

Course duration: 4 weeks

Course cost: USD 2700 (all venues)

Course enrolment: maximum participants, 25

Course Objectives

HIV/AIDS program/project managers face a number of constraints in their day-to-day duties including limited financial resources, lack of political will to support programs at national and decentralized levels, stigma and denial, corruption, misuse of resources among others, in addition to general inadequate technical and managerial skills. The overall objectives of the course are to enable HIV/AIDS program managers to perform effectively in their jobs.

Participants will be able to:

- ☐ Explain the general management and technical issues in HIV/AIDS programs and equip participants with such skills
- ☐ Develop programs and projects to combat HIV/AIDS
- ☐ Describe the role of Information Management in HIV/AIDS programs
- ☐ Provide an overview of change management
- ☐ Appraise HIV/AIDS programs and projects

Course Outline

The course outline will cover the following modules:

Module1: Foundation Module

- ☐ Introduction to Project/Program Management
- ☐ Introduction to HIV/AIDS
- ☐ Socio-cultural aspects of HIV/AIDS
- ☐ HIV/AIDS Project/Program Management

Module 2 - Program/Project Formulation and Planning

- ☐ Program/Project Planning
- ☐ Data collection analysis
- ☐ Project design
- ☐ HIV/AIDS Prevention, Mitigation Care and Support

Module 3 - Program/Project Appraisal

- ☐ Introduction to appraisals
- ☐ Assessment of financial feasibility
- ☐ Assessment of Socio-economic Impact
- ☐ Assessment of Institutional and Organizational Impact
- ☐ HIV/AIDS and Financing

Module 4 - Program/Project Implementation and Management

- ☐ Introduction to implementation
- ☐ Project planning and implementation techniques
- ☐ Recruitment and selection of staff
- ☐ Leadership and team building
- ☐ Financial resources management
- ☐ Procurement and supplies management
- ☐ Change management

Module 5 - Program/Project Evaluation

- ☐ Introduction to monitoring and evaluation
- ☐ Monitoring and Evaluation Planning
- ☐ Implementing Evaluation Plan

Module 6 - Integration and Transfer of Learning

- ☐ Country profile and personal experience with HIV/AIDS programs
- ☐ Action Plans
- ☐ Transfer of learning

In addition, field visits will be arranged for participants to have hands-on experience in applying the knowledge and skills gained during the course. Participants are expected to make a presentation on current status on HIV/AIDS in their countries as well as discuss current programs and projects they are involved in.

Course contacts:

Mr Precious Givah
Malawi Institute of Management
P.O.Box 30801
Lilongwe 3.
Tel: 265-01- 710866
Fax: 265-01- 710609
E-mail: mimexecutive@mim.co.mw
Web: www.mim.net/mim

Dr Ranga Taruvinga,
Mananga Centre, Ezulwini Campus
P.O. Box 5100, Mbabane, Swaziland
Old Mbabane-Manzini main road
next to Lobamba Telephone Exchange
Tel: 268 – 4163155/7
Fax: 268 – 4163158
Email: mananga@africaonline.co.sz
Web: www.mananga.sz

Mr Gasper Maimu,
ESAMI
Tel: 255-51-2508384/8
Fax: 255-51-2508285
Email: mbd@esamihq.ac.tz
Website: www.esamihq.org

POLICY AND PLANNING

July 11-29th, 2005

Health Economics and HIV/AIDS Research Division (HEARD) University of Natal
Durban, South Africa

HEARD was formed as a separate division of the University of Natal at the beginning of 1998 to emphasize the on-going and expanding commitment to the fight against HIV/AIDS by the university.

Course Title: Planning for HIV/AIDS in Sub-Saharan Africa

The course offers participants an opportunity to exchange ideas and strategies, review tactics and identify interventions as a response to the need to anticipate medium and possibly the long-term social and economic consequences of HIV/AIDS.

Course Venue: Durban, South Africa

Course Duration: 2 weeks

Course Cost: USD 3000

Course enrolment: Maximum Participants, 20

Outline of Topics

- Issues and Information

Data Construction, collation and interpretation

- Issues
- Socio-economic impacts
- Vulnerability and susceptibility
- State of the epidemic
- Demographic issues
- Industry and agriculture
- Orphans and the elderly
- Social analysis

Responding Models, tools and Techniques

HIV/AIDS audits

- ❑ Planning problems - demographic and epidemiological models
- ❑ Risk and environment
- ❑ Case studies
- ❑ The use of AIDS briefs
- ❑ Targeting policy responses
- ❑ Private sector, donors and governments

Training Methods

Lectures, group exercises reading and practical work

Postal Address: HEARD, University of Natal, Durban 4041
 Physical address: HEARD, Room 909, Chepstow building, University of Natal
 King George V Avenue, Durban 4001
 Tel: 27(0)31 260 2980
 Fax: 27(0)31 260 2587
 General email: freeman@ukzn.ac.za; heard@nu.ac.za
 Website: www.heard.org.za
 Course Contact: Obed Qulo
willans@nu.ac.za

PREVENTION OF MOTHER TO CHILD TRANSMISSION 2005

Network of Researchers in Eastern and Southern Africa (NARESA)

The Network For Researchers in Eastern and Southern Africa was formed in 1989 to promote research and share information within the region and develop relevant and appropriate control strategies. Through NARESA, researchers in the region have made extraordinary contribution to the knowledge about HIV transmission, and STDs, Prevention of Mother to Child Strategies among others.

Membership within NARESA has risen with a fully functioning Secretariat supporting various activities

Course Title: Prevention of Mother to Child Transmission

The course is designed for Trainers of Trainers (ToT) in PMTCT. It is interactive and encompasses group discussions, case studies, lectures and practical discussions.

Course venue: Nairobi, Kenya
Course duration: 2 weeks
Course Cost: US \$ 1925
Course enrolment: Maximum participants, 25

Outline of Topics

Epidemiology
Prevention
Integration

Maternal Nutrition

Common Breast-feeding Problems
Infant Feeding Code
Antenatal Preparation for Lactation
Composition and Immunology of Breast Milk
Nutritional Requirements During Childhood
Replacement Feeding
Complementary Feeding
Child Growth and Growth Monitoring
Postnatal, Perinatal, Maternal and Infant Care
VCT
Counselling Skills
Advocacy and community mobilization
Monitoring and Evaluation

Postal Address: P.O. Box 10654, 00100 GPO Nairobi
Tel: 254-20-2724180
Fax: 254-20-2726413
General e-mail: info@naresa.org
Course Contact: Dr Jennifer Oyieke

PREVENTION OF MOTHER TO CHILD TRANSMISSION THE PERINATAL HIV/AIDS RESEARCH UNIT (PHRU)

The Perinatal HIV Research Unit is a Research Unit of the University of the Witwatersrand, situated at the Chris Hani Baragwanath Hospital, in Soweto, South Africa.

The Unit was established in 1996, developing from the Perinatal HIV Clinic at the hospital, which has functioned since 1991. The Co-Directors, Prof. James McIntyre and Dr Glenda Gray have worked in the field of HIV/AIDS in women and children for over ten years, and have been at the forefront of this field in South Africa.

The Perinatal HIV Research Unit has been involved in research, training, policy formation and advocacy in issues concerning HIV-positive women and their children.

Course Title: Prevention of Mother to Child Transmission

The course is designed for ToTs in PMTCT. It is an interactive course that draws upon resources on key approaches to health education and utilise various training methodologies.

Outline of Topics

- ❑ Epidemiology
- ❑ Prevention
- ❑ Integration
- ❑ Maternal Nutrition
- ❑ Common Breast feeding Problems
 Infant Feeding Code
- ❑ Antenatal Preparation for Lactation
 Composition and Immunology of Breast Milk
 Nutritional Requirements During Childhood
- ❑ Replacement Feeding
 Complementary Feeding
- ❑ Child Growth and Growth Monitoring
- ❑ Postnatal, Perinatal, Maternal and Infant Care
- ❑ VCT
 Counselling Skills
- ❑ Advocacy and community mobilization
- ❑ Monitoring and Evaluation

Postal Address: P.O. Bertsham 2013, Soweto,

Physical Address: New Nurse's Residence, Chris Hani Baragwanath Hospital,
Soweto, South Africa

Tel: 27 (0) 11 989-9700

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Email: phru@hivsa.com

Contact: Nozi Tatiana Ndondo

Email: tndondo@rhae.org

ADVANCED HEALTH RESEARCH METHODS

Nov 2-20,2005

CLINICAL EPIDEMIOLOGY UNIT (CEU), UNIVERSITY OF NAIROBI

The Clinical Epidemiology Unit (CEU) was established to promote and facilitate high quality health and medical education research. Based within the University of Nairobi, CEU is made up of about 30 members in the following categories: Epidemiologists, Biostatisticians, Health Social Scientists, Health Economists and others within the Ministry of Health. CEU contributes to solving the myriad of health problems facing a large proportion of the African population. It hopes to bridge the personnel skills gap for collecting information using sound

methodology, managing the information and packaging the information for effective decision and policy making which is scarce in the region.

Course Title: ADVANCED HEALTH RESEARCH METHODS COURSE FOR PROGRAM LEADERS/MANAGERS AND RESEARCHERS IN AFRICA

Course Objectives

The main objective of the course is to enable producers and users of research findings to design and implement research as well as translate results into action, policy, planning and implementation of evidence based programs. The course will build on principles of epidemiology, biostatistics, health economics and health planning to strengthen the skills of health service managers in solving problems of STD/HIV/AIDS and other associated areas of the health system. Specifically, the participants will be able to:

- Describe the distribution and determinants of diseases especially STD/HIV/AIDS, and determine priority issues for research and policy in HIV/AIDS
- Organize, present, interpret and utilize data for decision making and informing policy
- Utilize qualitative approaches in policy analysis and data gathering
- Utilize concepts of economics and management in a public health sector environment.
- Utilize the computer in communication, analyzing data and preparing reports and presentations

Course Venue: Nairobi, Kenya

Course Duration: 3 weeks

Course Costs: USD 1650

Course enrollment: Maximum 25 participants

Course Outline

The training will covered under the following modules:

Module 1: Intermediate/advanced skills in Epidemiology

- Introduction to epidemiology
- Measures of disease burden & occurrence
- Measures of disease association
- Epidemiology and strategies in STD/HIV/AIDS control
- Descriptive / Observational studies
- Experimental /Quasi experimental studies
- Data reproducibility and validity
- Interpretation of epidemiologic data
- Screening and diagnostic tests

Module 2. Intermediate/advanced skills in Biostatistics

- Introduction to Biostatistics
- Presentation of data
- Population distributions
- Population and sampling distributions
- Sampling and sample size
- Decision errors
- Hypothesis on single population mean/proportion
- Comparison of two population means/proportions
- ANOVA
- Regression
- Analysis of counted data
- Multivariable analysis
- Non-parametric methods

Module 3. Qualitative Research methods

- Role of qualitative methods
- Data collection I – Interviews
- Data collection II – Interviews
- Data collection – Observation
- Qualitative data analysis
 - Time lines
 - Trend analysis
 - Gender analysis
- Social Mapping
- Triangulation

Module 4. Operations Research

- Health Priorities/Research Problems
- Recent developments in STD/HIV/AIDS
- Overview of a research proposal
- Literature review
- Research Questions, justification and utility
- Current HIV/AIDS research issues
- Development of research proposal:
- Objectives
- Study Methods
 - Study designs
 - Subject selection
 - Outcome measurements
 - Sampling and sample size
 - Ethical Issues
 - Data collection and analysis
- Study Administration and implementation
- Budget and justification

- Strategies for dissemination and application of study findings
 - Quality of evidence/Best practices
 - Research results/policy formulation

Module 5. Health Economics, Policy and Planning

- Health Economics: Concepts and analysis
- Macro economic environment and health
- Health care systems care financing mechanisms
- Principles of economic evaluation
- Strategic and Project Management in health
- Budgeting and financial management
- Health planning and human resources
- Quality assurance in health care delivery
- Option appraisal
- Health policy and planning
- Budgeting and equity
- National health accounts
- Programming, and management capacity
- Monitoring and Evaluation

Module 6. Computer Skills for Managers

- Computer Hardware and software
- Managing computers using Windows
- Word for Windows
- EPIINFO
- SPSS
- POWERPOINT
- Internet and Email

In addition, participants will be guided in writing an operations research proposal in an area of their interest, which they will be expected to implement on completion of the course.

Target Group

- Middle and top level managers of HIV/AIDS programs
- Community based service supervisors
- Researchers

Interested applicants should send the attached application form to:

Postal Address: P.O. Box 19676-00200

Physical address: Faculty of Medicine, University of Nairobi

Tel: 254-20-2713462

Fax: 254-20-2710164

General Email: : nbiceu@wananchi.com

Course contacts: Erastus Njeru

Email: eknjeru@comhlth.ac.

RESEARCH METHODS

August 2005

Centre for Social Science and Medicine (SOSMED)

The Centre for Social Science and Medicine (SOSMED) collaborates with the Institute of Public Health, University of Dar es Salaam in conceptualization, analysis and research on health related issues in Africa. It provides courses that assist participants understand the relevance of social sciences and medicines in issues of health in Africa.

Course Title: Research Methodology Training Course

The course is designed to assist participants acquire the knowledge and skills in generating health related data that influence decisions at various levels. It further provides skills in data analysis, interpretation of findings and dissemination

Target participants:

The course is open to people involved in health related activities. They include members of regional or district health management team, health planners and medical and dental officers.

Course Venue: Dar es Salaam

Course Duration: Three weeks

Course Cost: USD1370

Course enrolment: Maximum participants, 20

Outline of Topics

Introductions

Research Proposal Development

Integrated Quantitative and Qualitative Research Methods

Data Processing, analysis, presentation and interpretation

Dissemination of Research Findings

Research Ethics

Training Methodology

Training process follows the format of research proposal development and implementation starting with problem identification through the different stages. Topics will be introduced through lectures followed by discussions and group presentations where necessary. In and out practical sessions will complement the theory.

Participant evaluation: A certificate of participation is given upon completion of the course

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Email: gkwesigabo@muchs.ac.tz

VULNERABLE COMMUNITIES
March 21st-April 2, 2005
PROJECT SUPPORT GROUP

PSG established in 1986 has grown into a regional non-profit organisation/trust. It has since relocated its headquarters from Harare in Zimbabwe to Johannesburg in South Africa. PSG however continues to run this course from Harare. It also continues to maintain a close academic affiliation with University of Zimbabwe Psychology department. PSG assists ministries, district, mission hospitals and NGO partners in developing targeted HIV/AIDS programs.

Course Title: Planning, Managing and Evaluating Targeted STI/HIV Interventions

It targets STI managers and co-ordinators of targeted intervention programmes, to prepare implementation programs for migrant workers, sex workers, orphans and other disadvantaged groups, highly susceptible to HIV/AIDS acquisition and transmission.

The course involves lectures, small group work, practicals and field visits.

Course Venue: Harare, Zimbabwe
Course Duration: 2 weeks
Course Costs: USD1950
Course enrolment: Maximum Participants 20

Outline of topics
Introduction to applied epidemiology
STI/HIV transmission dynamics
Costing targeted interventions
Developing quality assurance system
Developing linkages with VCT

Head office: Johannesburg, South Africa
Postal Address: P.O. Box 9271
Physical Address: Cindy Park, 1463
Tel: 27-11-9171603/4/5
Fax: 27-11-9176162
General Email: psgsa@gmx.net
Website: www.psg.gmx.net

PSG Training Centre

Postal Address: P.O. MP839, Harare, Zimbabwe
Physical Address: 4 Lorna Road, Mount Pleasant
Tel: 263-3354461/304921/334830
Fax: 263-4-334327
General Email: psg@gmx.net
Contact: Lovemore Mhuriyengwe
Email: lmhuriyengwe@gmx.net

Genito-Urinary Centre, Harare **City of Harare,** **Harare, Zimbabwe**

The Genito-Urinary (GU) Centre is part of the City Health Department of the City of Harare. It was created in response to the need to locate services and training needs of STDs/HIV/AIDS care in the institution. The organisation has to date developed various training courses

Postgraduate course in STDs for Nurses

The course provides training in history making and examination of patients in private, providing education on infection and complications, counselling, condom use, encouraging treatment of contracts and treating patients while displaying fair judgment and maintaining confidentiality.

Target Participants

This course is designed for nurses, medics in Eastern and Southern Africa.

Course Venue: Harare, Zimbabwe

Course duration: 4 weeks

Course cost: USD 2500

Course enrolment: Maximum Participants, 20

OUTLINE OF TOPICS

History taking and examination

- Detecting or exclude STD/HIV/AIDS
- Perform basic laboratory protection to assist in diagnosis

Syndromic Case management of STDs

- Give prompt and appropriate syndromic treatment
- Advice on treatment compliance and follow-up procedures
- Manage treatment failures
- Ensure the patients partners are evaluated and treated
- Identify health problems and possibly refer to health services

Health education and communication in STD management

- Counsel on disease prevention
- STD/HIV counselling

Integration of STDs into primary Health Care

Training methods

Formal lectures and group discussions, role plays. Practical examination of male and female patients will form the basis of the course. Practical basic laboratory diagnosis will be provided

Certificates awarded: A joint certificate of RATN and city of Harare

Postal Address: P.O. Box 596, Harare, Zimbabwe

Physical Address: Rowan Martin Building, Civic Centre

Tel: 263-4-752093

Fax: 263-4-740404

Contact: Dr Lovemore Mbengeranwa

Email: hcchd@africaonline.co.zw

TRADITIONAL MEDICINE

June 4-18, 2005

TRADITIONAL AND MODERN HEALTH PRACTITIONERS TOGETHER
AGAINST AIDS (THETA)

Traditional and Modern Health Practitioners Together Against AIDS (THETA) was founded in the early 1990s by the Ministry of Health (Uganda), the National AIDS Commission and two NGOs to promote a true collaboration between traditional healers and biomedical health providers in the area of treatment, care, support and prevention of STDs and AIDS.

Course Title: TRADITIONAL MEDICINE AND OTHER ALTERNATIVE
THERAPIES IN HIV/AIDS/STDs PREVENTION AND CARE: A ToT COURSE

Course purpose

To build the capacity of leaders of traditional healers and other implementers as trainers of trainers in HIV/AIDS/STD prevention and care

Course objectives

By the end of the course, participants will be able:

- ◆ To discuss the level of involvement of traditional healers in HIV/AIDS/STDs in the region
- ◆ To identify areas of collaboration in HIV/AIDS/STDs prevention and care between traditional healers and western-trained biomedical workers (BHPs)
- ◆ To discuss and demonstrate community mobilisation techniques appropriate for traditional healers
- ◆ To discuss and demonstrate training and facilitation skills on HIV/AIDS/STDs prevention and care appropriate for traditional healers
- ◆ To discuss and demonstrate participatory and adult learning methods suitable for traditional healers

Course venue: Kampala- Uganda
Course Duration: 2 weeks
Course costs: USD 1475
Course enrolment: Maximum participants, 20

Target Group

Participants will include leaders from traditional healers' associations and related organisations, including National AIDS Programmes, and Non-governmental organisations working with traditional healers. Participants should be well conversant with English (spoken and written).

Physical Address : Plot 724/5 Mawanda Road, Kamwokya
Postal Address : P. O. Box 21175 Kampala, Uganda
Tel/Fax: 256-41-530619,
Tel: 256-41-532930
General E-mail: msftheta@imul.com
Course contact: Primrose Kyeyune
Email:

VOLUNTARY COUNSELLING AND TESTING

2005

AIDS INFORMATION CENTRE

AIDS Information Centre (AIC) was established in 1990 in response to demand from Ugandans to know their serostatus. AIC operates four main branches in Kampala, Jinja, Mbale and Mbarara Districts. Since its establishment, it has established 47 testing sites for provision of VCT services in collaboration with 20

other districts. By the end of 2000, AIC had served over 500,000 clients both at the main branches and in the district sites.

Course Title: Voluntary Counselling and Testing

The aim of the course is to develop a cadre of VCT trainers and enhance the participants' knowledge and skills in VCT delivery and facilitation of VCT training. It hopes to help participants understand and internalize basic facts relating to HIV/AIDS, theoretical foundation of counseling strategies and skills for counseling interventions in different groups.

Course Venue: Kampala, Uganda

Course duration: 4 weeks

Course cost: USD 2000

Course enrolment: Maximum Participants, 20

OUTLINE OF TOPICS

Training of Trainers (ToT)

Concept of Adult learning

Training learning cycle

Participatory methodologies

Group dynamics

Communication skills

Facilitation skills—environment, voice modulation, posture, gesture etc

Methods of training using visual aids, teaching skills

Knowing your trainees

VCT Component

HIV/AIDS basic facts

Theoretical foundation of counseling

Basic counseling skills

Psychosocial issues

Pre test and post test counseling

Testing Protocols

Counselling interventions for different groups

- Individual

- Couple

- Group

- Pregnant women

- Family

Sexuality and Behaviour

Gender and strengthening male involvement

Needs for special groups

Support and Care services

- types

- strategies

- implementation
- referral

Community Mobilisation

VCT service management

- Design and implementation
- Models of VCT
- Logistics

Integration issues (TB, FP, Care etc

Support services for service providers

- stress management
- burn out
- professional development

Participant Evaluation: Daily course reviews, exchange visits will be encouraged at end of course. A RATN certificate will be given

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