
Annex D

Reflection Meeting Sample Guide²

Background: Every month, the volunteers from each community gather to reflect on their practice and experiences with the caregivers during home visits. A program staff member facilitates the session. This presents an opportunity to document successes and lessons learned while encouraging information sharing and peer-to-peer learning.

Time: 1.5 hours

Materials:

For Volunteers

Visual Reference Guide

Completed Per-Visit Assessment Tools from previous month

For Facilitator

Meeting Guide

Visual Reference Guide

Per-Visit Assessment Tool

Reflection Meeting Reporting Tool

Chalkboard and chalk or Flip chart paper and markers

Other possible materials: household items with pictures (books, magazines, rice sacks), bottle caps, rocks, seeds to practice actions from child cards

Activity 1: Welcome

Time: 10 minutes

Steps:

1. Welcome activities (2-3 minutes)

The facilitator leads participants in song or plays a game that volunteers can show caregivers to play with their children

2. Take attendance (2 minutes)

3. Share Learning: Can you share something you've learned about how children learn and grow this month (areas of development, child health, nutrition, hygiene, etc.)?

² Kelly, M. & Llewellyn, D. (2009). **Learning Circle Facilitation Guides**. Mozambique ECD Program. Save the Children: Maputo, Mozambique.

Activity 2: Reflection

Time: 45 minutes

Introduction: The facilitator explains that we are going to reflect on this month's activities. Before we start, let's remember the rules that we made during the training (respect one another, do not laugh at others, cell phones on silent, etc.).

Steps:

- 1. Review goals from Foundation Training:** Why are we here? What do we hope to change in our community?
- 2. Share Professional Accomplishment related to the goals.** Each volunteer briefly describes something they feel proud of that they did in the past month, related to helping caregivers meet the needs of their children. Others listen but do not interrupt, comment or question.
- 3. Identify and describe a problem or challenge in the work related to the goal:** Next, each volunteer has 3-4 minutes to describe one problem they have identified. Others listen and do not comment. This helps volunteers develop listening skills and allows the speaker to reflect, as s/he speaks, without interruption. This also allows the sharing process to move quickly.
 - **Note:** Focus this section on barriers to services or challenges of sharing messages with caregivers. There is more time in Activity 3 to focus on the volunteer tools.
 - After the first meeting, follow-up on a challenge from last time: have the volunteers overcome this challenge? Did they use the strategy we discussed as a group or did some volunteers develop another strategy?
- 4. Problem Analysis:** The facilitator selects one problem to analyze. Group members ask information-seeking questions, pushing for clarification about the problem, but do not offer advice.
- 5. Problem–Solutions and Action:** The group then brainstorms possible solutions and assists the volunteer in developing an initial plan of action. At the next meeting the volunteer reports on the success of the plan.
- 6. Sharing: Building New Knowledge & Skills – Presentation:** The session concludes with a short presentation (5 minutes) by one of the members. S/he teaches a skill to the group, explains an effective strategy, or shares something recently learned. In the first meeting, the facilitator should have a short presentation prepared from the reflection preparation meeting. Selection for the next month's presentation often arises from the "Round About" in #2. There will be something that the group wants to learn more about. This provides a forum for volunteers to be recognized and develop leadership.

Activity 3: Review Volunteer Tools

Time: 30 minutes

This should be an interactive activity where the group:

1. Decides which parts of the volunteer tools are most challenging
2. Discusses how to overcome these challenges
3. Practices using the tools in small groups through role plays or games.

Activity 4: Closing

Time: 5 minutes

1. Decide date and time of next session.
2. Review the strategy to overcome the challenge developed in Activity 2.
3. Encourage the volunteers to meet before the next reflection meeting to reflect and plan together.
4. Thank the participants warmly for their participation and enthusiasm.