
Annex C

Notes to Reflection Meeting Facilitator

Prepare: Practice the activities discussed in the preparation meeting and review the visual reference guide and per-visit assessment before the meeting.

- **Create a Positive Environment:** Remind volunteers of the rules they created at the training so that everyone is encouraged to ask questions and give their opinion (One person speaks at a time, No laughing at others, Cell phones on silent, etc.) Make eye contact with participants and smile.
 - **Make Sure that Everyone can See Each Other:** The group should sit in a circle so that everyone can see each other. The facilitator should sit at the level of the participants.
 - **Promote Dialogue:** Ask open-ended questions beginning with why and how. Give time for volunteers to think before they share their opinion. Respond to their questions and explain doubts. Encourage volunteers to share their experiences with each other by asking:
 - “What do the others think about that?”
 - “Have you handled this in a different way?”
 - “Do you want her/him to explain more about why she did that and how?”
 - **Keep track of Time:** Use the guide to keep track of time so that the group has time to practice all of the activities and the volunteers do not become bored. Remember that the volunteers are very busy.
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