



TITLE

Time, and Place of the Workshop

Participants

[Suggest listing participants by group (e.g. home visiting personnel, representatives of the Ministry of Health, representatives of Social welfare services)]

Objectives of the workshop

The Home Visiting Workforce Needs Assessment Workshop will serve as a targeted discussion on the needs of [Insert name of home visiting workforce] and as a basis for future policy reforms. The objectives of the [two-day] workshop include:

- ▶ [Objective #1]
- ▶ [Objective #2]
- ▶ [Objective #3]

Session and suggested duration	Topics and subtopics of the session
DAY 1	
Pre-workshop (30 min)	Arrival & Registration
Session 1 (75 min)	Welcome & Introductions Setting up the rules Expectations from the workshop
Tea/Coffee break (15 min)	
Session 2 (45 min)	Presenting the current Home Visiting system and introducing the Home Visiting Needs Assessment Tool
Session 3 (45 min)	Establishing a vision for the home visiting program
Lunch (60 min)	
Post-lunch energizer (15 min)	
Session 4, pt 1 (60 min)	Unpacking the Tool: Reflecting on the current home visiting program across each Tool Area
Energizer (15 min)	
Session 4, pt 2 (60 min)	Unpacking the Tool: Reflecting on the current home visiting program across each Tool Area
Session 6 (30 min)	Reflecting on the Tool and Wrap-up
Closing of the day	Tea/Coffee Break and Departure

Session and suggested duration	Topics and subtopics of the session
DAY 2	
Session 1 (30 min)	Recap of Day 1 and Setting the Stage for Defining Priorities
Session 2 (90 min)	Establishing a shared understanding of the home visiting program across all Tool Areas and identifying priority Areas
Tea/Coffee break (15 min)	
Session 2 (75 min)	Moving forward: Operationalizing the Priority Areas and Planning Next Steps
Lunch (60 min)	
Session 3 (80 min)	Moving forward: Sharing Priorities and Garnering Commitments for Next Steps
Energizer (15 min)	
Session 4 (90 min)	Wrap-Up and Closing
Closing of the day	Tea/Coffee Break and Departure

Comment/note

You are invited to adapt the content and structure of the workshop to meet the needs of participants and fulfil workshop objectives.

However, it is of great importance to preserve the following elements:

- ▶ Diversity of participants across sectors and levels of government
- ▶ Interactive approach (giving voice to participants, following their lead and allocating a significant time for working in small and mixed groups)

Key topics/issues to be covered:

DAY 1

- ▶ Background on tool development, purpose, and structure
- ▶ Presentation of key findings from the formative research
- ▶ Vision Statements for each Tool Area developed
- ▶ Depiction of the current context of home visiting services by Tool Area (using reflection grids)

DAY 2

- ▶ Key points emerging from small group discussions on Tool Areas from the previous day
- ▶ Discussion on how to prioritize areas for further exploration
- ▶ Development of action steps and ways to move from the current situation to the vision defined by participants
- ▶ Commitments and discussion on how workshop outputs will be used to strengthen workforce efforts