



Trainers Guide: Leaders Training Agenda

Use the session structure example below to plan effective training sessions for Leaders.

Session goals:

- Deepen participants' understanding of the knowledge area
- Engage participants through practical, real-world applications
- Provide actionable strategies and tools for immediate use
- Provide opportunities for peer learning

Opening

- Introduce yourself and the session objectives.
- Share the agenda and set expectations for engagement (e.g., "We'll be using group discussions and hands-on activities").
- Icebreaker: Ask participants a context-relevant question to get them thinking (e.g., "What's one challenge you face in your role that could be solved through digital solutions?").
- Share a quick summary of responses to identify common themes.

Key Concepts and Examples

- Present the core concepts: Use visuals or slides to share your insights on core skills in the knowledge area (e.g., systems thinking, change management).



- Reference real-world examples, focusing on Kenyan or African government projects.
- Q&A Discussion: Facilitate a questions and answers session, using Part 3 in your trainer's guide to prepare.
- Encourage participants to ask follow-up questions and share their perspectives.

Practical Application: Case Study or Activity

- Introduce a case study or scenario, for example, you might use the example included on the Leaders Learning Hub detailing how Ghana transitioned from analogue to digital healthcare, or you can use an example from your own experience.
- Divide participants into small groups and ask them to discuss one lesson from the case study and one question they have.
- Debrief and discuss: Have each group present their takeaways and questions.
- Use guiding questions to probe deeper: "Why was that your key lesson?", "How would you adapt this solution to a resource-constrained environment?"

Skill Development: Hands-On Tool/Technique

- Introduce a practical tool or technique: Provide a live demonstration or step-by-step instructions for using a tool. For example, for change management, you could facilitate a stakeholder mapping exercise.
- Participant practice: Allow participants time to try the tool or technique individually or in pairs.
- Provide opportunities for questions and answers.

Closing

- Recap and key takeaways: Summarise the session's main points and highlight actionable strategies and tools. An example takeaway is: "When managing resistance to change, start small with pilots to build trust and demonstrate value".
- Reflection and next steps: Pose a reflection question: "What's one idea from today you can apply immediately in your role?" Provide links to further resources and invite participants to the next session or follow-up discussion groups.