**The role of civil society organizations (CSOs) in insecticide-treated net (ITN) distribution**

**Annex 2: Training/orientation supervision and participation list**

October 2023 Adaptable tool

This tool should be used by CSOs to supervise training/orientations of community/religious leaders, schoolteachers/school health educators, town announcers and motorized street announcers.

Name of training/orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please complete as required)

Village/community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please complete as required)

**Attendance list**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Participant’s name** | **Designation/group/membership** | **Contact details** |
|  | Mary Scott | Leader of youth group |  |
|  | Lola Brown | Secondary schoolteacher |  |
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**Supervision checklist**

Note that it is advised to disaggregate the elements in the checklist to ensure data are collected about each based on the description in the macroplans.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item** | **Yes** | **No** | **Partially** |
|  | Are all the tools and materials (this includes training manual, copies of job aids and tools, etc.) needed for the training available? |  |  |  |
|  | Are the facilitators covering all the topics as per the training agenda/training manual? |  |  |  |
|  | Is the training being held in a comfortable place? For example, if outside, are all community leaders seated in a shaded area? |  |  |  |
|  | Are participants receiving refreshments? |  |  |  |
|  | Are all participants being provided with their job aid? |  |  |  |
|  | Is the facilitator referring regularly to the job aid to ensure that participants are familiar with it and its content? |  |  |  |
|  | Did participants do role plays/practical exercises? |  |  |  |

**Name/signature of**

**supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**