

# QUICK GUIDE

## TO IMPLEMENTING AN INTEGRATION WORKSHOP

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Development



# CONTEXT

Integration across programs within the health sector or with other sectors has been identified as a means to increase efficient use of resource and operations, sustainability, and community acceptability. Nonetheless, there has been limited integration in practice to date due, for example, to resource differences between programs, only partial overlap of strategies, and separate management structures. Where it has happened, the catalyst was often donor funding leading to integrated activities ending as project funds were exhausted.

# PROCESS

## PREPARATION

- Identify and engage key stakeholders for buy in to begin the process and program leads/ designated persons to co-facilitate the workshop
- Recommend planning for two to three preparatory meetings between the program leads before the workshop
  - Agree on structure of workshop, dates, participants (including which partner institutions to invite)
  - Co-plan and prepare communications and invitations to participants
  - Review and revise workshop materials, tools, and facilitation guide (see the links to resources below); agree on roles and responsibilities for facilitation during workshop
  - Optional: Hold a facilitation practice session to get familiar with materials and flow of workshop
- Recommend at least one preparatory meeting with external partners to introduce the workshop, invite their participation, and discuss their role
- Once invitations are sent, set up a message group to provide updates and information to participants leading up to the workshop (see tools below)
- Create a participants list with job titles to share with facilitation team in advance of the workshop so that participants can be called on/ prompted when content relevant to their experience is being discussed

## WORKSHOP

- Plan for about 6 hours of workshop time; however, how this time is structured can be tailored to each country's needs
- Strongly recommend breaking the workshop up over at least two days; three hours per day. Holding the workshop over 2 or more days allows for time for reflection and ensures participants remain energized and engaged for the entirety of the workshop
- The goal of the workshop is to provide a venue for the discussion about opportunities for integration, and the facilitation team will divide roles and guide participants through the exercises in order to enable this discussion to take place.
- When the workshop concludes, send both the workshop evaluation survey and certificate details form immediately

## POST-WORKSHOP

- Hold 30 minutes for facilitators and program leads to de-brief after each workshop session. Discuss what went well, what needs improvement, and plan for any changes during the next session
- Plan for a longer de-brief after the workshop is complete to review outputs and the results of the participant evaluation and chart the path forward
- Create and send the certificate of completion to participants

# PARTICIPANTS

- **Program leadership at the MoH sponsoring the workshop should compile the participants list. Organizers should aim to have:**

- Equal representation across both programs
- Representation from various levels of the health system participate from the National level to the District or Provincial level
- Participants that will actively engage in the exercises and discussions
- Participants with experience with integrating activities or programs

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- **The workshop should also include partners that work closely with, advise, or support the programs to ensure alignment and facilitate ongoing support for the outcomes of the workshop. Organizers should:**

- Map key stakeholders external to the program that should be included in the integration discussion. This may include partners such as implementing partners, WHO, funders, technical advisors, etc.
- Engage partners early in the process of organizing the workshop – schedule at least one briefing meeting to bring them on board, and invite them to participate fully in the workshop
- Ensure the number of participants from partner organizations does not equal or exceed the number of participants from the MoH programs.

## CONTENT SUMMARY

- **Practise exercise- introduce yourself**
- **Map interventions used by each program to identify areas of overlap**
- **Assess priorities and strengths of each program across the map of interventions to identify areas where programs may complement each other**
- **Put yourself in the position of the other program to identify how your program can help the other program reach their goals. Review the outputs to connect the potential win / win opportunities**
- **Initial identification of win / win opportunities for integration. Review outputs for themes or areas of consensus that emerge**
- **Map the potential operational benefits or improved outcomes for each opportunity**
- **Define which opportunities have highest impact & feasibility and most potential to take forward**

# TOOLS USED

## FACILITATORS

- Leaders from the two programs coming together in the workshop should take an active role to welcome participants, set the context, introduce each exercise, encourage engagement, and summarize and provide reflections on the exercise outputs. Taking an active facilitator role demonstrates leadership buy-in for the workshop and can result in greater engagement by participants.
- Consider whether to engage an external facilitator to manage the overall flow of the workshop, encourage contributions from participants, moderate discussions, and keep time. For the pilot in Ghana, the Geneva Learning Foundation served as the external facilitator.

## COLLABORATION TOOL

- The exercises for the workshop were in Jamboard, a collaborative whiteboarding tool by Google. Other, similar collaboration tools may be used but be aware of their bandwidth needs which may result in connectivity issues for participants in low connectivity areas. However, if the workshop is virtual, some form of collaboration tool like Jamboard where participants can add their input and see other's input in real-time will be needed.
- Videoconference tool: If the workshop is virtual, a videoconference tool like Zoom can be used at the same time as the Jamboard. This is how the facilitation team can introduce exercises and lead discussions whilst participants engage simultaneously on the whiteboard tool. The "chat" function on Zoom is also very useful as a backup for those who have trouble with the whiteboarding tool as they can contribute their input into the chat, and facilitators can grab it from the chat and put it on the whiteboard.

## FACILITATORS

- A group messaging tool such as WhatsApp can be helpful to broadcast information about the workshop and allow participants to ask questions if anything is unclear. The messaging app can be used to send reminders, instructions, materials, and the evaluation.
- Because the group is then maintained afterwards, it provides a durable platform to sustain the connections made during the workshop.

**FOR MORE INFORMATION:**

**WWW.GLIDEAE.ORG**

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**FOR INTEGRATION WORKSHOP RESOURCES  
PLEASE EMAIL [INFO@GLIDEAE.ORG](mailto:INFO@GLIDEAE.ORG)**



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