

# RCA TRAINING FOR MANAGERS

## NOTES FOR TRAINERS OF MANAGERS

### About the module

The module should be used together with the RCA Guidance for Managers and Facilitators and the RCA Toolbox for Exercises. It is divided into two sections:

- 1) Notes for those who will be doing the training (i.e. this document). These will assist trainers to prepare well for the training.
- 2) The presentation (Rapid Care Analysis: Training for Managers) which you will use to conduct the training.

### Purpose of the training module

The module is designed for use in training programme managers who are responsible for the design and management of development programmes. It is meant to do two things:

- 1) Provide programme managers with a brief introduction into what care is, as well as why it is important to invest in care and to carry out an assessment using the RCA methodology.
- 2) Help programme managers understand how the RCA will fit into their programme's strategy and work plan, and what important decisions they should start to think about if they want to use the methodology.

### Mode of delivery

Training can be offered either through an online webinar or a face-to-face presentation.

### Who should offer the training?

The training should be offered by someone who is well-versed in the RCA methodology and strategies to address 'heavy and unequal unpaid care'.

### Preparation for the training

- a. One month before the training: Carefully read and ensure full understanding of the RCA Guidance for Managers and Facilitators and the RCA Toolbox of Exercises.
- b. Two weeks before the training: Request summaries of the programmes that are managed by the training participants. Familiarise yourself with these programmes so you can use relevant examples during the training.
- c. Two weeks before the training: Share relevant training materials with the participants:
  - Direct participants to the following links for more materials on approaches to address unpaid care, and the experience of the WE-Care and the RCA methodology: <http://wee.oxfam.org/we-care> and <http://policy-practice.oxfam.org.uk/publications/participatory-methodology-rapid-care-analysis-620147>
  - Share the handout of exercises accompanying this module so participants can consider their responses before the training.
- d. One week before the training: Use the presentation to come up with an agenda for the day and share with participants.
- e. One week before the training: If training will be conducted through a webinar, ensure participants have downloaded and installed the software which will be used.

## Time allocation for training sessions

The duration of the training will be 2.5 hours, not including any breaks. However, a 10-minute break can be introduced before Part 3.

Time management, especially for the training exercises, will be critical to the successful completion of the training.

	Activity	Time allocation
1	<b>Part 1: Introduction – training preparation and objectives</b>	
	Presentation and participants' expectations	10 minutes
2	<b>Part 2: Why Rapid Care Analysis?</b>	
	Presentation (20) and Buzz Groups (2 x 5)	30 minutes
	Training exercise 1	20 minutes
3	<b>Part 3: An overview of the RCA methodology</b>	
	Presentation (15) and questions (10)	25 minutes
3	<b>Part 4: Planning for the RCA – Overview of the plans and objectives of implementing the RCA</b>	
	Presentation	25 minutes
	Training exercise 2	20 minutes
	Training exercise 3	10 minutes
5	<b>Evaluation of training</b>	10 minutes

### Adaptation

A longer, face-to-face training could include some of the additional practice exercises from the training module 'RCA Training for Facilitators' (you could do these between Parts 3 and 4). Including practice sessions of, for example, focus group exercises 1, 6 and 7 would give a more detailed insight into what the RCA looks like in practice. You would facilitate these exercises, with trainees completing exercises as 'participants'.

## INSTRUCTIONS FOR TRAINING EXERCISES

Remind participants that a copy of the completed handout will be submitted at end of training. Participants must keep their own copy for use in their programme.

## PART 1: INTRODUCTION – TRAINING PREPARATION AND OBJECTIVES

(10 minutes)

### Participants' expectations of the training session:

- Please take note of all participants' expectations and questions. Ask for questions throughout the training and address them as you go through it. For a webinar, these could be written in the chat box.
- In a face-to-face training, each participant can write down their expectations and questions on cards (one colour for expectations, another for questions) which they then stick on a board or wall.

## PART 2: WHY RAPID CARE ANALYSIS?

(Presentation 20 mins; Buzz Groups 2 x 5 mins; training exercise 1: 20 mins)

**Training exercise 1 objective** – *To encourage managers to begin to think early on about how RCA fits in their programmes.*

- Give participants 10 minutes to complete the exercise.
- After participants have completed the exercise, facilitate a 10-minute discussion on why they think it would be important to conduct RCA in their programmes, and some of their major concerns.

## PART 3: AN OVERVIEW OF THE RCA METHODOLOGY

(Presentation 15 mins; questions 10 mins)

## PART 4: PLANNING FOR THE RCA

(Presentation 25 mins; training exercise 2 – 20 mins; training exercise 3 – 10 mins)

**Training exercise 2 objective** – *To allow the managers to start thinking about their expected outputs, influencing/advocacy strategy and key areas of focus for their RCA.*

- Give participants 10 minutes to complete the exercise.
- Allow each group 1-2 minutes to present their responses and then take any questions on what they have presented.

*Please note:*

- In a face-to-face training workshop, this training exercise can be done in groups. Participants could be reorganised into groups with similar types of programmes, e.g. enterprise, advocacy, women's leadership, post-disaster.
- For a webinar training session, each manager – together with any of their team members who might also participate in the training – can work together to complete the exercise.

**Training exercise 3 objective** – *To give managers an opportunity to brainstorm on a draft plan for their RCA, and ask questions on immediate concerns.*

- Give participants 10 minutes to complete the exercise.
- This can also be done in groups, in the same way as Exercise 2 above.
- In a face-to-face training, the facilitator can go around and assist participants who have questions.
- After the exercise, give each participant time to ask any questions.
- Enter into a short discussion around the key questions.

## EVALUATION OF TRAINING

Provide the training evaluation form from the package of training materials. Allow participants time to do a quick evaluation of the training. Ask them to send you the form immediately after the training (by webinar) or collect the form after completion (face-to-face training).

Collate and analyse the feedback and insights from the evaluation, and use the knowledge gained in future training.

**Please note:** Additional notes and instructions are embedded within the presentation, 'Rapid Care Analysis: Training for Managers'. Please familiarize yourself with the presentation. If you have any questions, please contact Thalia Kidder ([tkidder@oxfam.org.uk](mailto:tkidder@oxfam.org.uk)) or Oxfam staff listed on the WE-Care page [www.oxfam.org.uk/care](http://www.oxfam.org.uk/care)