

7-1-7 orientation training package instructions

All you need to host your own training workshop

Overview

Thank you for downloading the 7-1-7 orientation training package. This editable training package includes all the materials needed to host a half-day or full-day 7-1-7 orientation workshop to introduce participants to the 7-1-7 target and performance improvement approach for outbreak detection, notification, and early response.

The 7-1-7 orientation training includes short presentations, hands-on activities, discussions, and Q&A to help participants become familiar with the 7-1-7 target and how it is used. By the end of the training, participants should be able to:

- Understand the 7-1-7 target and Early Action Reviews for outbreak detection, notification, and early response
- Explain how the 7-1-7 approach drives performance improvement of outbreak systems
- Identify opportunities and challenges for supporting awareness, adoption, and use of 7-1-7 in your work

This document describes the contents of the 7-1-7 orientation training package, explains the learning methods used for this training, and provides tips on hosting a 7-1-7 orientation workshop. **Please read this document in detail if you intend to use this training package for any purpose**, including to host a 7-1-7 orientation training or for your own personal learning.

Intended audience

The 7-1-7 orientation training package is intended for a wide audience that has no or limited experience with the 7-1-7 target, ranging from frontline workers in the field to high-level decision-makers or funders.

The 7-1-7 approach is most effective when the wide range of multisectoral stakeholders related to outbreak detection, notification, and early response systems understand and are engaged with 7-1-7; we recommend this orientation training for relevant stakeholders. These stakeholders may be at national or subnational level; across various sectors (e.g., public health/one health, clinical, laboratory, hospital services, logistics management, planning/financing, policymakers); and at varying levels of experience/expertise. Within public health, relevant stakeholders range from surveillance to response actors, rapid response teams and emergency operations center staff, data system managers, and many others who work on outbreak detection, notification, and early response.

We recommend these orientation materials as the first step of 7-1-7 training for those who will be directly implementing 7-1-7. These orientation materials are also included as part of the separate 7-1-7 implementer's training package.

Contents

The 7-1-7 orientation training package zip file contains sample agendas, slides, and activities for a comprehensive orientation workshop. These materials can be adapted to fit your needs, including for shorter/longer workshops or workshop-specific context.

The 7-1-7 orientation training package zip file contains the following files and folders:

0 – Read me (7-1-7 orientation training package).docx file: this read-me document

1 – Agendas folder: contains sample host and participant agendas. These are based on 7-1-7 orientation workshops that the 7-1-7 Alliance has used in multiple countries around the world.

- **7-1-7_Organizers_Agenda_1-day_Orientation_Workshop.xlsx** – Excel file with sample detailed session-by-session agenda for an 8-hour (first tab) and a 4-hour (second tab) orientation workshops. These agendas can be adjusted as needed.
- **7-1-7_Participant_Agenda_1-day_Orientation_Workshop.docx** – Word file with sample participant agenda for an 8-hour orientation workshop. The agenda should be updated based on any changes made, and workshop-specific details should be added to areas highlighted in yellow.

2 – Slides folder: contains a master slide deck with materials for a full-day orientation training

- **7-1-7_Slides_1-day_Orientation_Workshop.pptx** – PowerPoint file with a master slide deck that corresponds to the 8-hour workshop agenda in the “7-1-7_Organizers_Agenda_1-day_Orientation_Workshop.xlsx” file (see above).
 - The slides are organized into “sections” that correspond directly to rows of the 8-hour workshop agenda. Sections and/or slides can be moved, edited, or deleted as needed.
 - If using the 4-hour sample agenda, delete all sections and slides that are not included in the 4-hour agenda.
 - All slides include notes that can be used to deliver the content to an audience. We highly recommend reading the notes in detail before conducting the training.
 - Some slides include “[Note to the moderator: xxx]” which are notes for the moderator to be read before delivering the slide.
 - Several slides have animations to help with pacing and to limit how much text participants see at once. In the notes section of these slides, you will see “[CLICK]” each time you need to click the mouse/clicker for the next animation.

3 – Activities folder: contains a separate folder for each workshop activity.

- **90min_measles_tabletop_activity** folder – contains 1) a read-me file specific to the tabletop activity, 2) a folder with handouts for participants and facilitators, and 3) a folder with a facilitator’s training slide deck that can be used to train facilitators on the tabletop activity. Facilitators should be trained on the tabletop activity prior to the workshop.
- **7-1-7_and_outbreaks_in_the_news_activity** folder – contains handouts for this activity. If there are more groups than number of outbreak scenario examples, more than one group can be given the same scenario. We recommend at most 3 scenarios to avoid a long plenary read-out. This activity does not require group facilitators.

4 – Post-training survey folder: contains a file with template for a post-training survey.

- **7-1-7_Orientation_post-survey.docx** – Word document with suggested questions for an editable survey to be conducted at the end of the 7-1-7 orientation workshop.

Teaching/learning methods used in this training

This training is designed using key adult learning principles. **The 7-1-7 orientation training is highly interactive;** participants engage with each other throughout the training during hands-on activities, discussions, and Q&A sessions. Presentations are kept as short as possible, with embedded discussion questions to encourage interaction during the presentation. The activities and discussions draw on participants' experiences and knowledge.

We strongly recommend that any changes made to the agenda ensure that the training remains highly interactive and that any additional presentations are short and include discussions.

We recommend using a 'parking lot' to capture participant questions throughout the workshop.

This parking lot can be 1-2 flipcharts or flipchart sheets in designated areas of the room where participants can add questions. The organizers should review the parking lot regularly, and weave the answers in during presentations or, at minimum, during the designated parking lot session(s). The benefits of a parking lot are that it helps organizers 1) know which questions (and which types of questions) are coming up across multiple participants and 2) manage time since questions will be collected and answered during these designated sessions.

The only activity in the 7-1-7 training packages that requires group facilitators is the tabletop activity. A facilitator's training is included in that activity's folder. All other activities are led by the participants themselves in their groups. See the "Intro to group work" section of the master slides for suggestions on rotating group roles.

Tips on hosting a 7-1-7 orientation workshop

Logistics

- If possible, select a venue with enough space for participants to break into groups where they will have some separation from other groups. This helps a lot with being able to hear each other within groups.

Materials

- Flipcharts: One flipchart per group for activities and an additional 1-2 for the parking lot. If stands are not available, flipcharts can be completed at the tables.
- Flipchart markers: At least one marker per flipchart, but ideally 2-3 of different colors.
- Tape: Helpful to tape flipchart pages to walls, especially for activities where multiple sheets may be used. The parking lot sheets can also be taped up.
- Sticky notes (ie Post-it notes): Very helpful for activities, including the tabletop activity, as well as for adding questions to the parking lot. Aim to have at least one pack per table, but ideally 2-3 packs of different colors. If sticky notes are not available, aim to have small colored sheets and more tape, so the small sheets can be taped up.
- Handouts: Have printed copies of the agenda and activities for each participant (plus some extras). If this is not possible, plan to have a few copies per group/table.
- Projector + screen + HDMI cables: For slide presentations.
- Wireless clicker/pointer: For ease of presenting.
- Name badges: If unavailable, consider paper + tape.
- Additional stationery: have on hand some pens, stapler(s), staples, blank paper, etc.

Participation

- Encourage active participation from the start.
- If participants are quiet, we strongly recommend pushing discussion by handing the microphone to participants, including for discussion questions embedded within the presentations. This typically helps open up participation and helps make the workshop interactive from early on.
- For group activities and discussions, consider whether participants should be randomized or not. Participants may sit with others they work with or know from the start. For some activities and discussions, this may be helpful. For others, randomization may lead to useful diversity of experiences/knowledge in each group. To randomize, determine the number of groups and have participants go one by one saying consecutive group numbers, and then arranging into those groups (e.g. with three groups, participant 1 says “1”, participant 2 says “2”, participant 3 says “3”, participant 4 says “1”).
- Ensure that icebreakers are done at the beginning of the morning and afternoon sessions. Energizers (with body movement) are good for afternoon icebreakers if possible. We have found it useful to have the first icebreaker of the session be one where participants can get a sense of who is in the room (an example of this is included in the sample slide deck).

Agenda

- For the tabletop activity, we highly recommend 1) conducting this activity because it is a great way to give a concrete understanding of 7-1-7 and the emphasis on performance improvement, 2) conducting it very soon after the Intro to 7-1-7 session, and 3) not reducing the time to less than 90 minutes.
- We recommend customizing the agenda to fit the participant needs (e.g., discussion questions, any workshop-specific presentations). We highly recommend keeping additional presentations short (<20 minutes if possible) and embedding discussion questions within them.

Additional materials

Additional materials on the 7-1-7 target can be found on the [7-1-7 Alliance website](#). Key materials relevant to trainers include:

- [7-1-7 digital toolkit](#) – this digital toolkit provides in-depth guidance on adopting and using the 7-1-7 target. It is intended for implementers.
- **7-1-7 implementer’s training package (coming soon)** – this training package provides a 4-day sample agenda and corresponding materials with deep dives into 7-1-7 adoption and use, as well as time for operational planning on getting started with 7-1-7.
- [FAQs](#) – this page provides answers to common questions about 7-1-7.
- [Resource library](#) – this interactive page provides links to 7-1-7 resources, from advocacy briefs and case studies to guidance documents, success stories, training materials, and more.

Feedback

If you have feedback about this training package, please email contact@717Alliance.org.