

# 7-1-7 tabletop activity guidance for organizers

## Overview

Thank you for downloading the 7-1-7 measles tabletop activity. This 90-minute small group activity simulates the use of the 7-1-7 target and performance improvement approach for a disease outbreak event in a fictitious country. Participants will use the 7-1-7 Assessment Tool and engage in discussions to:

1. Identify and record the 7-1-7 milestone dates
2. Calculate 7-1-7 performance based on the detection, notification and response intervals
3. Identify bottlenecks/enablers and translate them to actions for performance improvement

This document describes the contents of the 90min\_measles\_tabletop\_activity folder, explains the learning methods used for this training, and provides tips on organizing the 7-1-7 tabletop activity. **Please read this document in detail if you intend to organize/host the 7-1-7 tabletop activity.**

## Intended audience

The 90-minute 7-1-7 tabletop activity 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 tabletop activity 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 using the tabletop activity with other 7-1-7 orientation materials as the first step of training for those who will be directly implementing 7-1-7. These orientation materials, including the tabletop activity, are also included as part of the separate 7-1-7 implementer's training package.

## Contents

The **90min\_measles\_tabletop\_activity** folder contains the following files and folders:

**0 – Start here (90min\_measles\_tabletop).docx** file: this read-me document

**1 – Slides** folder: contains slides for a tabletop activity facilitator's training

- **7-1-7\_measles\_tabletop\_facilitators\_training** – PowerPoint file with a 2-hour training on how to facilitate the 7-1-7 tabletop activity in a small group. This would be used by the host/organizer to train those who have been selected to act as small group facilitators during the 90-minute tabletop activity.
  - A 20-minute introduction to 7-1-7 is included in case any of the designated facilitators are new to 7-1-7 or need a refresher.

- The slides go through the answers of 7-1-7 measles tabletop scenario. If a different scenario is selected, be sure to update all relevant slides accordingly.
- 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.

**2 – Handouts** folder: contains a separate folder for facilitators and participants.

- **For facilitators** folder – contains:
  - The Facilitator’s version of the participant guide – describes the measles scenario. This document is the same as that given to participants, except bottlenecks and enablers are in colored ink.
  - The 7-1-7 Assessment Tool – the tool used to record 7-1-7 data; this is the same document as given to participants. This tool also includes the basic definitions of the milestone dates that they’ll use for the tabletop activity.
  - Facilitator guide – **this document is essential for facilitation of the activity**; it provides details of what to do and say during each part of the activity, as well as the answer keys. The host(s)/organizer(s) and facilitators should read this in detail before conducting the tabletop activity.
  - Facilitator agenda – provides suggested times for each sub-section and a column to track time during the activity.
  - 7-1-7 Milestone Dates Reference Guide – provides examples of 7-1-7 milestone dates; participants do not have this guide because it has more detail than is needed for this activity.
- **For participants** folder – contains:
  - Participant guide – describes the measles scenario.
  - The 7-1-7 Assessment Tool – the tool used to record 7-1-7 data. This tool also includes the basic definitions of the milestone dates that they’ll use for the tabletop activity.

Please note that the slides to introduce the tabletop activity in plenary are included in the main orientation training slide deck in the ‘tabletop activity’ section.

## Teaching/learning methods used in this activity

Like the 7-1-7 orientation training, this tabletop activity is designed using key adult learning principles.

**This activity is highly interactive**; participants engage with each other throughout the activity. The activities and discussions during the tabletop activity draw on participants’ experiences and knowledge.

**We recommend using a ‘parking lot’ to capture participant questions throughout 7-1-7 trainings, including this tabletop activity.** 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 answer questions during parking lot sessions or at other times. 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.

## Tips on hosting a 7-1-7 tabletop activity

### 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.
- In addition to 1 facilitator per small group of 6-8 participants, have 1-2 lead facilitators who will wander between groups to answer any questions facilitators need help with and to help manage time.
- Groups tend to vary on how long different sub-sections of the activity take them. Lead facilitators should announce when groups should be moving on to the next sub-section based on the agenda and start-time, with an understanding that some groups may need longer in some sections. The lead facilitator(s) should monitor progress across groups and engage with facilitators that may be going too slow.
- There is a 10-minute buffer built into the activity in the form of a small group debrief at the end. Facilitators can use this time for the main activity if they are running behind.

### Materials

- Flipcharts: One flipchart per group 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 the tabletop activity where multiple sheets will be used. The parking lot sheets can also be taped up.
- Sticky notes (i.e., Post-it notes): Very helpful for the tabletop activity, and 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 facilitator and participant handouts (plus some extras).
- Projector + screen + HDMI cables: For slide presentation.
- 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.
- Tips for how facilitators can ensure full and equal group engagement are in the Facilitator Guide.

### 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 an Introduction to 7-1-7 session, and
3. Not reducing the time to less than 90 minutes.

## 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 orientation training package](#) – this training package provides a 1-day (and ½ day) sample agenda and corresponding materials to introduce the 7-1-7 approach. This tabletop activity is included within this package.
- **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.