

Sample Tool for EIPM Training Follow-Up & Mentorship

Introduction

The **follow-up and mentorship tool** is administered bi-monthly (every 2 months) following the 5-day training workshop to the learners of the *Evidence-Informed Policymaking (EIPM)* training programme. The tool can be administered through face-to-face interview, telephone interview, or email.

I. Participant follow-up details

1. Name of participant & their institution of affiliation:

2. Details of 5-day training workshop (date & venue):

3. Type of interview

Phone

Face-to-face

Email

4. Did the learner participate in the last follow-up workshop held on (insert date)?

Yes

No

If No, please explain

5. State the title of your policy brief: Learner's policy brief development status:

6. State the name of your EIPM course mentor or supervisor:

II. Use of EIPM skills

7. Which skills have you been applying and what factors enabled you to be able to apply the skills?

Provide specific examples of application of skills in accessing, appraising, synthesizing and applying evidence

8. a. What challenges have you encountered when applying the skills you acquired from the Evidence-Informed Policymaking training?

- Accessing evidence
- Appraising evidence
- Synthesizing evidence
- Applying evidence

b. How have you responded to these challenges?

9. Which skills have you not been applying and what factors constrained you from applying the skills?

10. In what way has your participation in the EIPM training affected your performance? Provide both positive and negative effects

Please explain your answer.

III. Development of your policy brief

11. What is the status of your policy brief?

- 1st draft completed & shared with trainers*
- 1st draft revised following feedback from trainers*
- 2nd draft completed & shared with trainers*
- 2nd draft revised following feedback from trainers, & shared with trainers*
- Final feedback on brief provided by trainers*
- Working on final brief*
- Submitted final brief to trainers*

Please explain or provide more details on your answer above on the status of the policy brief you're developing.

12. a. If you have not submitted your final policy brief, please provide a date when you will submit your completed/revised brief to the trainers?

b. Whether you have completed or not completed your policy brief, could you please state any challenges you're facing or have faced while developing your policy that are slowing down/slowed down your progress?

c. Have you discussed these challenges with your mentor/supervisor?

Yes

No

If Yes, please explain the response you got from your mentor/supervisor, if No, please explain why you've not shared these challenges with your mentor/supervisor

d. Please share your ideas on how you think the support being provided to you to complete your policy brief could be improved to be more beneficial to your progress in completing this task?

III. Summing Up Follow-Up

13. Besides the policy brief you are developing or have developed following the EIPM training, have you developed other evidence briefs or summaries for your work or your seniors following the training?

Yes

No

If Yes, give examples of the briefs, and also, describe how the training you received changed the way you developed these other briefs

If No, is it the case that your work does not involve drafting of evidence briefs or advice to decision-makers? Please explain.

14. a. Did you attend the last refresher EIPM training workshop?

Yes

No

If Yes, was this useful? Please explain.

If No, what was the reason for not attending the workshop?

b. What specific areas of EIPM would you like the next refresher workshop to focus on?

15. a. Would you like any specific EIPM-oriented technical assistance on-the-job?

Yes

No

If Yes, please describe the kind of assistance you require and the timelines during which you require this help.

If No, please explain.

16. How can the follow-up support & mentorship programme be improved to support better in your application of skills acquired? Please explain your answer.

17. Reflecting back, what aspects of the training can be improved and what are your suggestions on how this could be done?

18. a. Would you like to continue with the follow-up & mentorship programme?

Yes

No

If No, please explain.

19. How do you prefer the follow-up process to be conducted?

Phone

Face-to-face

Email

Other (specify)

The End

Thank you for participating in this survey!