

Plan, prepare and do QI with Succeed

Training presentation 2014



Quality Action
Improving **HIV** Prevention in Europe

Name Speaker



This work is part of the Joint Action on Improving Quality in HIV Prevention (Quality Action), which has received funding from the European Union within the framework of the Health Programme.



For what can succeed be used??

- Population based health promotion and prevention of HIV, STIs as well as SRHR including HIV /STI prevention)
- Large or small operations
- Defined project or defined part of ongoing operations
- NGOs and Public Sector operations



High
participation

How to use succeed

- Use Succeed as a discussion guide in a group of key stakeholders and workers
- Let different key stakeholders fill in the questionnaire and meet and compare results
- Let the project team or the management review the work by using Succeed
- Use Succeed as a template for formative evaluation

Low
Participation





When to use succeed

- In the beginning to check your planning
- After some time to review and improve your work
- Use Succeed as a first tool to make the key stakeholders acquainted with QI and your project

Succeed is not a planning tool !!





Different levels of ambition possible

Simple

Answer mostly yes and no and support with available information and data

Resembles what you have done in the training!

Medium

Answer what you can during the first session and collect extra information to add at a second meeting

Indepth

Use the indicators for evaluation research





Groupwork 1:

a) How would you use Succeed?

For what? How? At what stage? At which level?

b) Which challenges do you see for your own application and in your organisation?





How to prepare

1. Decide on the QI activity, it's scope and purpose and the person(s) to organise it.
2. Make decision-makers aware of what to expect as an outcome and if resources are needed for the QI activity.
3. Decide level of ambition and type of procedure
4. Who should participate - decide group size





How to prepare continued

5. Plan time and venue
6. Decide on how to lead the Succeed activity.
Should there be a neutral facilitator or does the organisation have inside capacity?
7. Inform participants individually in good time before the event and also send a written invitation and a copy of the tool.
8. Plan documentation, feed back and follow-up





The Succeed event – important aspects to be considered

- Facilitation - keep an open and inviting atmosphere encouraging participation, praise and constructive criticism
- Answer the relevant questions
- Answer with the right level of ambition
- Measurements, surveys, investigations and other needs for data collection during the QI
- Participants feed-back on the event





Follow up the Succeed QI

- Strategy for using and communicating results (what to communicate, to whom and when)
- Suggest your planned communication strategy to participants , at the end of the event
- Decide beforehand on how to handle priorities and tell participants how it is going to be done at the end of the event (if needed)
- Prepare mentally to handle obvious poor quality or massive challenges (if needed)





Follow up continued

Usually the results from a Succeed session merit a short report, useful for many purposes, among others as a report for funders.

Try it! You will not regret it.

