

STEPPING STONES

COMMUNITY FACILITATORS JOURNAL



NAME:

COMMUNITY:





Introduction


This community journal has been designed so that you can record important information about your Stepping Stones sessions.

At the front of this journal you will find an 'attendance record'. Please ensure that you sign everyone in before each session begins and place a tick(✓) in the appropriate session column.

This journal provides a space for you to fill out simple information about each Stepping Stones session and peer group meeting. It is very important that you complete a journal entry immediately after each session so that you don't forget any important information.

Look back over the information that you have recorded after each session. It can be very useful to help you improve your facilitation skills for future sessions.

Please look after this journal; it will be collected at the end of your Stepping Stones program. The information you collect will tell us a lot about what changes Stepping Stones may have made to your community.



Before you start your first Stepping Stones session, write all participant names in the first column. From then on, place a tick (✓) or cross (x) in the relevant session column when a participant begins. Each participant should only have their name written once for the duration of the programme. If a new participant joins, add their name to the attendance record sheet at the end of the programme. Place a cross (x) in the appropriate session when they commence the programme.

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Stepping Stones Facilitator Journal

First Open Community Meeting

Date:.....

Time:..... (start & end time)

How many people were at the first open community meeting?

Younger Women:

Younger Men:

Older Women:

Older Men:

What were the comments and feedback you got from the community at the open community meeting?

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What time and day did the peer groups agree for Stepping Stones to be run in your community?

Younger Women:

Younger Men:

Older Women:

Older Men:



Follow up quickly with your peer group after the completion of the first open community meeting. It is important not to lose momentum at the beginning. Your first Stepping Stones session should begin as soon as possible.

Stepping Stones Facilitator Journal

Session A: Let's Communicate

Session Date:

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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A big Stepping Stones clap to you! You've completed your first session. Make sure you meet with the other peer group facilitators to talk about the session and how you can continue to improve. Make sure you talk with the participants and ask them about their first session. Did they like it?

Stepping Stones Facilitator Journal

Session B: How We Act

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

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Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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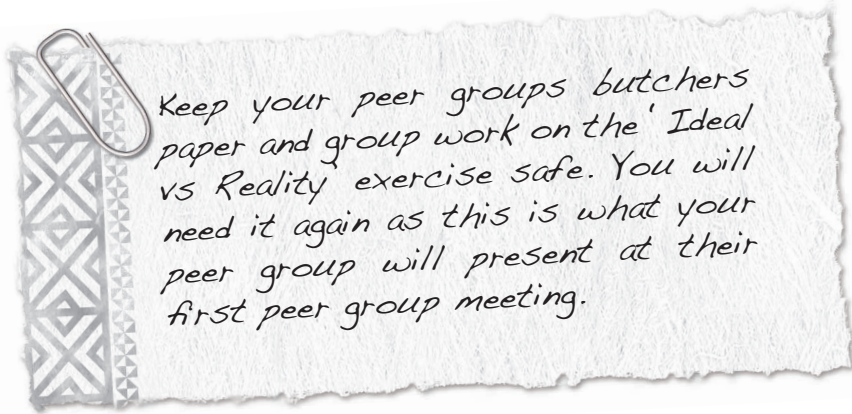
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Keep your peer groups butchers
paper and group work on the 'Ideal
vs Reality' exercise safe. You will
need it again as this is what your
peer group will present at their
first peer group meeting.

Stepping Stones Facilitator Journal

Session C: Images of Sex and Sexual Health Problems

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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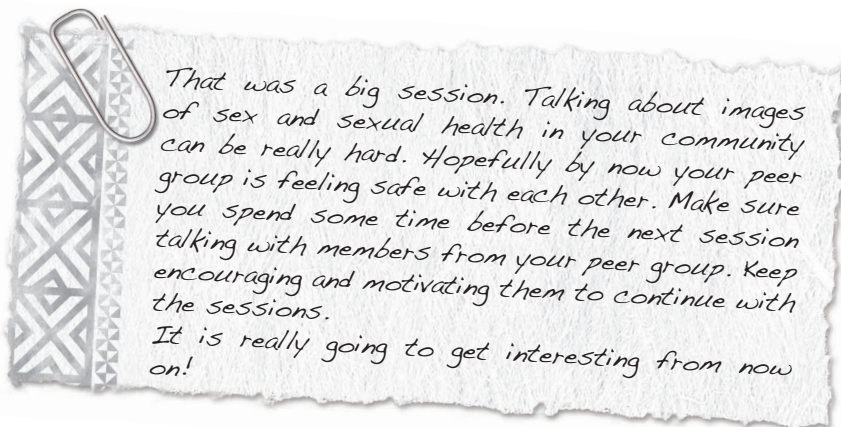
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Stepping Stones Facilitator Journal

Date:

Group you facilitated: (please tick)

☐ Younger Men

☐ Older Men

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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Some participants may have talked about some sensitive and personal issues in this session. If you notice that this session was difficult for someone make sure you check up on them during the days after your peer group meeting.

In your next session you will be exploring ideas of sexuality further. Make sure you go through your manual before the session to make sure you are comfortable with the information.

Stepping Stones Facilitator Journal

Session E: Exploring Our Sexuality

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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Congratulations, you've finished session E. Your next session will be your first peer group meeting. This is the first time all peer groups will be meeting and presenting to each other. Some participants, (especially the women or younger peer groups) may feel uncomfortable with this, encourage your peer group to support each other during this meeting. It is important that everyone feels safe to contribute their thoughts and ideas.

First Meeting of Peer Groups

Purpose: To enable all members of the peer groups to meet together and share some ideas

Time Needed: 2 hours

Materials needed: Butchers paper from session B

What were the main points discussed during the second peer group meeting?

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Did all peer groups get the opportunity to talk and contribute? If no, which peer group did not talk or contribute?

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Did you think the first peer group meeting went well? Do you have any general comments?

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Stepping Stones Facilitator Journal

Session F: Conception and Contraception

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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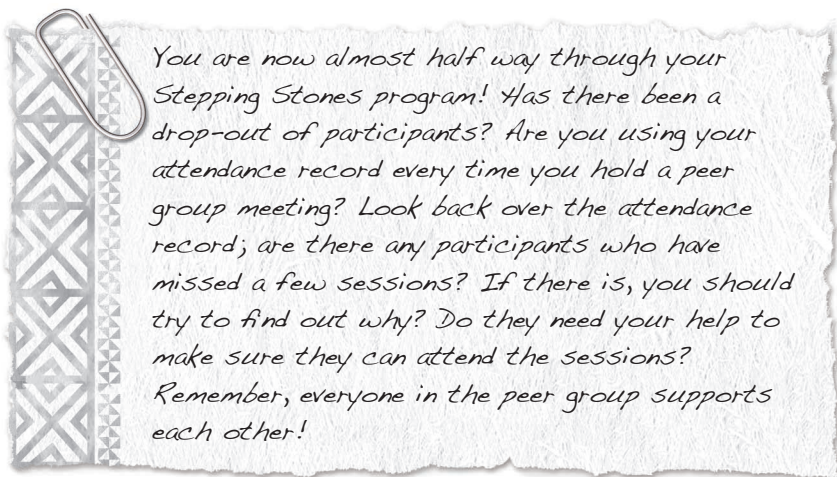
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Stepping Stones Facilitator Journal

Session G: Fertility and Sexually Transmitted Infections

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

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Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for?

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Issues discussed with co-facilitator:

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Your next session is about HIV. While you and your participants may not know anyone with HIV remember there is a lot of fear, stigma and discrimination about the virus. It is your job as a Stepping Stones facilitator to try and change this! Make sure you read over the notes on HIV at the back of your manual and discuss issues with the other facilitators and support staff if you aren't comfortable with any of the information. Remember, the only way you can be sure of your HIV status is to have an HIV blood test.

Stepping Stones Facilitator Journal

Session H: HIV

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets? If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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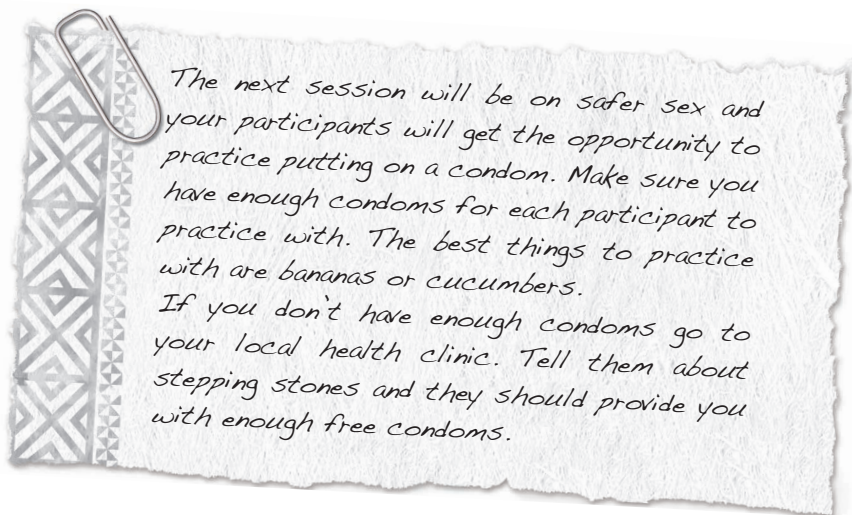
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Stepping Stones Facilitator Journal

Date:

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

What questions did participants ask?

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Feedback given by participants after session:

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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Your next session is the second meeting of peer groups. Make sure you meet with the other facilitators before this session. Peer groups will be presenting their role plays on teenage pregnancy, supporting pregnant women and condom negotiation. This may be very different for some peer groups. Perhaps encourage your peer group to practice throughout the week so they feel prepared for the meeting.

Remember:

A good facilitator uses questions rather than statements to get responses from their participants!

Second Meeting of Peer Groups

Purpose: To enable all members of the peer groups to meet together and share some ideas

Time Needed: 2 hours

Materials needed: Condoms for role play(if required)

What were the main points discussed during the second peer group meeting?

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Did all peer groups get the opportunity to talk and contribute? If no, which peer group did not talk or contribute?

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Did you think the first peer group meeting went well? Do you have any general comments?

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Stepping Stones Facilitator Journal

Session J: Alcohol and Drugs

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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The next session on gender violence is a sensitive session. Remember, you are not a counselor. The peer groups are only safe places where people can talk about issues that may be affecting them. Make sure you have some information for the next session about where people can go if they are experiencing violence in their homes or relationships. There is a list of numbers and places to go from all around the Pacific on page 218 of your SS manual

Stepping Stones Facilitator Journal

Session K: Gender Violence

Name:

Date:

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets? If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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Great work, you're doing really well. Make sure you get the opportunity to debrief with your other SS facilitators. Remember, debriefing doesn't mean you can share information about other people, it is only an opportunity to discuss how you are feeling and how you think the sessions are going.

Stepping Stones Facilitator Journal

Session L: Our Options

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

42

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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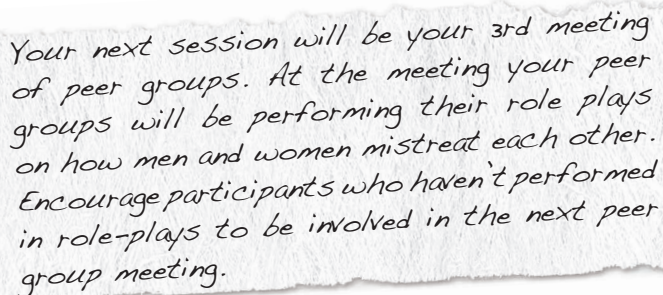
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Your next session will be your 3rd meeting of peer groups. At the meeting your peer groups will be performing their role plays on how men and women mistreat each other. Encourage participants who haven't performed in role-plays to be involved in the next peer group meeting.

Third Meeting of Peer Groups

Purpose: To enable all members of the peer groups to meet together and share some ideas

Time Needed: 2 hours

Materials needed: None

What were the main points discussed during the second peer group meeting?

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Did all peer groups get the opportunity to talk and contribute? If no, which peer group did not talk or contribute?

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Did you think the first peer group meeting went well? Do you have any general comments?

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Stepping Stones Facilitator Journal

Session M: Let's Look Deeper

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

46

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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In the next session you will be discussing communication skills and "I statements". It would be a good idea to make sure you are using these skills yourself. Practice using "I statements" with your friends and family before the next session. Remember Stepping Stones facilitators need to lead by example.

Stepping Stones Facilitator Journal

Session N: Let's Support Ourselves

Name:

Date:

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets? If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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Are you starting to see some changes in your group or community as a result of Stepping Stones? Make sure you are documenting any changes in your facilitator journal. This is very important information to record and keep safe. Remember your journals will be collected upon completion of stepping stones in your community.

Stepping Stones Facilitator Journal

Session O: Let's Assert Ourselves

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

52

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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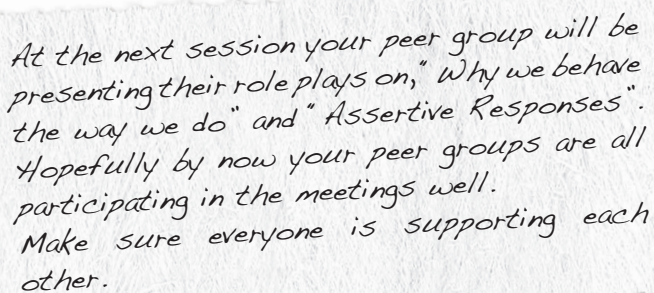
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At the next session your peer group will be presenting their role plays on, "Why we behave the way we do" and "Assertive Responses". Hopefully by now your peer groups are all participating in the meetings well. Make sure everyone is supporting each other.

Fourth Meeting of Peer Groups

Purpose: To enable all members of the peer groups to meet together and share some ideas

Time Needed: 3 hours

Materials needed: None

What were the main points discussed during the second peer group meeting?

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Did all peer groups get the opportunity to talk and contribute? If no, which peer group did not talk or contribute?

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Did you think the first peer group meeting went well? Do you have any general comments?

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Stepping Stones Facilitator Journal

Session P: Let's Work Together

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

56

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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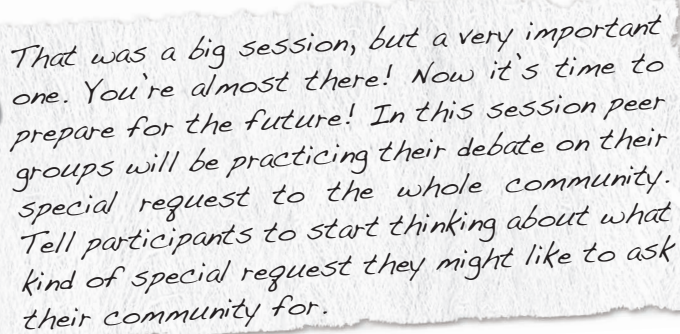
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That was a big session, but a very important one. You're almost there! Now it's time to prepare for the future! In this session peer groups will be practicing their debate on their special request to the whole community. Tell participants to start thinking about what kind of special request they might like to ask their community for.

Stepping Stones Facilitator Journal

Session Q: Let's Prepare for the Future

Date:.....

Time: (start & end time)

Group you facilitated: (please tick)

☐ Younger Women

☐ Younger Men

☐ Older Women

☐ Older Men

Number in group:

Exercises:

Distribution of materials: Did you distribute any condoms or pamphlets?

If yes, how many?

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Facilitator comments: (describe how the session went, any difficulties, exercises that went well, any concerns etc)

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What questions did participants ask?

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What feedback was given by participants after the session?

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Are there any issues you need to follow-up on or questions you need to find answers for? What are these issues?

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Issues discussed with co-facilitator:

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A big Stepping Stone clap to you! You've finished your final session. Your next meeting will be your final open community meeting. Make sure you meet with your other facilitators before this session. All of you should ask respected and powerful members of your community to attend the final open community meeting. It is important that they are present for each peer group's request.

PEER GROUP FINAL REQUESTS

Please make sure you document each peer groups final request. We need to know this in order to see if your community implements the request after Stepping Stones.

Peer Group	Special Request	Follow-up Action Agreed	Timeframe
Young Women			
Young Men			
Older Women			
Older Men			

