



Focus Group Discussion Topic Guide

1. How does or would your institution benefit from having youth participation?
 - a. What roles do youth fill?
 - b. What do youth excel at in the workplace?
2. Why would an institution **NOT** benefit from having youth participation?
 - a. What work is best suited for adults and not for youth?
3. How well do youth and adults work together in this institution?
 - a. In the office?
 - b. In the field?
 - c. At meetings, conferences, trainings, etc.?
4. What are the areas for improvement?
 - a. In the office?
 - b. In the field?
 - c. At meetings, conferences, trainings, etc.?
5. How can you create better partnerships between youth and adults?
 - a. In the office?
 - b. In the field?
 - c. At meetings, conferences, trainings, etc.?
6. What types of youth are participating in your organization?
 - a. In the office?
 - b. In the field?
 - c. At meetings, conferences, trainings, etc.?
7. Are these the right types of youth for your organization? Are they constituents of programming?



Sample List of Goals and Activities

Place activities in proper columns, depending on whether they are being added, maintained, or increased.

GOALS	ADD youth participation	MAINTAIN current level of youth participaton	INCREASE current level of youth participation
Activities	<ol style="list-style-type: none"> 1. Institution's staff – begin an internship program 2. Institution's board of directors – add youth members 	<ol style="list-style-type: none"> 1. Monitoring and evaluation phase of program 2. International conferences and meetings 	<ol style="list-style-type: none"> 1. Voluntary counseling and testing services – use youth counselors 2. Information, education, and communication – involve youth in developing materials



Sample Work Plan

GOAL: Increase youth participation	ACTIVITY: Increase the number of youth counselors in voluntary counseling and testing services
1. How will this goal benefit the institution/project/activity?	<ul style="list-style-type: none"> ◆ Youth participation in the provision of VCT will help make VCT services more youth-friendly ◆ Increased use of VCT services will reduce stigma and fear related to the use of the centers that provide such services
2. What are the challenges?	<ul style="list-style-type: none"> ◆ Fear and stigma attached to the use of VCT services or going to centers that provide such services ◆ Making services more youth-friendly ◆ Fear among youth that VCT is compulsory rather than voluntary
3. What are the steps to achieve the goal?	<ul style="list-style-type: none"> ◆ Create awareness through youth education on the principles of VCT ◆ Renovate counseling office to ensure it meets standards of professional counseling ◆ Train health care providers on youth-friendliness and needs of young people ◆ Involve diverse youth, youth peer counselors, community leaders, and parents
4. What resources are currently available?	<ul style="list-style-type: none"> ◆ Organizational infrastructure, including VCT services and providers ◆ Potential youth and adult counselors ◆ Existing network of youth counselors ◆ IEC materials on VCT services and youth involvement
5. What gaps need to be filled?	<ul style="list-style-type: none"> ◆ Understand youth perception and needs ◆ Mobilize and educate the community and parents on the importance of youth involvement in reproductive health and HIV prevention ◆ Educate adult counselors to understand that youth can make good counselors too ◆ Train the youth and adults to be competent in counseling
6. What is the timeline?	<ul style="list-style-type: none"> ◆ 8-12 months
7. What is the monitoring and evaluation plan?	<ul style="list-style-type: none"> ◆ Develop indicators specific to program goals and identify organization to do evaluation ◆ Identify feedback mechanism ◆ Communicate indicators and goals to all stakeholders ◆ Conduct feasible base- and end-line evaluation
8. Who in the institution could/will take responsibility to achieve this goal?	<ul style="list-style-type: none"> ◆ Program's VCT team and other internal services departments, in collaboration with external organizations ◆ Program coordinator ◆ Staff and volunteer youth peer counselors



Work Plan Grid

GOAL:	ACTIVITY:
<p>1. How will this goal benefit the institution/project/activity?</p>	
<p>2. What are the challenges?</p>	
<p>3. What are the steps to achieve the goal?</p>	
<p>4. What resources are currently available?</p>	
<p>5. What gaps need to be filled?</p>	
<p>6. What is the timeline?</p>	
<p>7. What is the monitoring and evaluation plan?</p>	
<p>8. Who in the institution could/will take responsibility to achieve this goal?</p>	



Feedback on the Institutional Assessment and Planning Tool

Use additional sheets or space, if necessary. Thanks so much for your input!
Please complete and fax to: 703-516-9781 or e-mail to: youthnet@fhi.org.

CONTACT NAME	TITLE
ORGANIZATION	
ADDRESS	
CITY, STATE, POSTAL CODE, COUNTRY	
TELEPHONE NUMBER	E-MAIL ADDRESS

Which age group do you belong to?

- Less than 15 15-19 20-24 25-29 30-34 35 or older

1. Were youth involved in your organization prior to using this assessment and planning tool?

2. When did you start using this tool (include an approximate date)?

3. Have you successfully integrated youth into your institution? Yes No
If yes, how do you know you have been successful?

If no, what aspects of the effort have been most difficult?

4. Has involving youth in your organization contributed to the effectiveness of your programs? If yes, how? If no, why not?

5. Which sections of the Institutional Assessment and Planning Tool did you find most useful?

Least useful?

6. What tips, stories, references, Web sites, etc. would you like to share with others working on involving youth in reproductive health and HIV prevention?

7. Do you need any assistance in moving this initiative forward? Yes No
If yes, please describe your needs.



Staff Questionnaire

Before completing the questionnaire, please be aware that this information will be collected and analyzed by your facilitators. No identifying information will be released. Do not write your name on the questionnaire. Please use additional paper if needed.

- 1.** What attracted you to work for this institution?
 - a.** What impressed you the most when you first started working here?
 - b.** What are the major strengths of this institution?

- 2.** Think back to any time when you made a special contribution to a project that was successful. What was the situation?
 - a.** How did you contribute to the success? Who else was involved in the project and how did they contribute to its success?
 - b.** What conditions in the institution made your successful contribution possible?

- 3.** Which of the institution's values do you appreciate the most, personally?
 - a.** When do you feel most positive about your work?
 - b.** What is the most important thing this institution has done for you?

- 4.** There may be times when someone else has recognized potential in you that you were unable to see in yourself. They provided a supportive environment for you by helping you to learn, experiment, and take risks. Can you think of a situation where this happened (to you or someone you know well)? Describe the situation.
 - a.** How did the person who recognized your potential support you?
 - b.** What did you like best about what this person did for you?

- 5.** Some institutional conditions are more supportive of youth involvement than others. Think of the best work your institution has done with youth. Describe the work.
 - a.** What were the results of the work?

b. Describe the conditions that made this work a success.

6. Where else could youth make a special contribution in your institution, given the opportunity and support to do so?

7. For successful teamwork, all members of an organization need to contribute. Think of the strongest teams on which you have worked. Which ones have involved both youth and adult members?

- a.** Describe the best team experience you can recall that involved youth and adults.
- b.** What contributions did the youth make to the success of the team's work?
- c.** What contributions did the adults make to the success of the team's work?
- d.** What types of work could support youth involvement and would be more successful if youth were involved?

8. Youth may require some special consideration when working in institutions, which are traditionally designed by and for adults. Think of the different types of support youth may need to work in an institution that are different from those provided to adults. List any special support youth (e.g., males versus females) need to work in an institution. Does your institution already provide this support to youth?

9. Sometimes we are too busy with our daily work to share some of our best ideas for the future. Think of the ideas that you have had since the institution started discussing involving youth.

- a.** What is your best idea for involving youth in the institution and how would this idea contribute to the institution's mission?
- b.** What types of support would you need to make this idea a reality?
- c.** What small change could make your institution a better place in which youth can work and be involved?
- d.** What large change could make your institution a better place in which youth can work and be involved?



Group Self-Assessment Guide

Ideally, each group would come to a consensus to answer Yes or No to each question. If this does not happen, the group could split into two groups to answer both follow-up questions.

Question	Yes	No	Follow-up Questions
Involvement			
<p>1. Do youth currently play a role in your institution?</p>			<p>If yes, list and describe titles and responsibilities for staff, board members (voting/nonvoting), volunteers, or others.</p> <p>If no, what kind of roles do you envision youth would play in your institution?</p>
<p>2. Has your institution spent time reflecting on lessons learned from past experiences involving youth?</p>			<p>If yes, describe the roles youth had. What were some successes and challenges to involving youth?</p> <p>If no, take a few minutes to reflect on the roles youth played and accompanying successes and challenges.</p>
<p>3. Have discussions about involving youth in your institution been held with all staff, board members, supervisors, and youth?</p>			<p>If yes, is there consensus at all levels at this time?</p> <p>If no, why has it not been discussed yet?</p>
<p>4. Does your institution want to involve youth in its work to further its goals?</p>			<p>If yes, describe these goals and how involving youth will contribute to achieving them.</p> <p>If no, describe the reasons for not involving youth.</p>

Question	Yes	No	Follow-up Questions
Planning			
<p>5. Is there a framework and work plan to guide your institution on how to involve youth?</p>			<p>If yes, in what ways does the framework involve youth? Are youth included in planning, decision-making, implementation, and monitoring and evaluation?</p> <p>If no, does your institution intend to create a framework and work plan?</p>
<p>6. Has the institution assessed the demographics of the youth involved?</p>			<p>If yes, what types of youth are targeted (by age, sex, marital status, education level, socioeconomic status, ethnicity, etc).</p> <p>If no, what types of youth should your institution target?</p>
<p>7. Has an effort been made to consider ways to recruit youth that are representative of the population your institution serves?</p>			<p>If yes, describe the recruitment process.</p> <p>If no, how do youth come to work at your institution? What can be done to engage appropriate youth who are representative of this population?</p>
Institutional Policy			
<p>8. Has your institution researched and incorporated national laws or guidelines for involving youth?</p>			<p>If yes, describe the laws and related institutional policies.</p> <p>If no, does your institution intend to research and incorporate such laws?</p>
<p>9. Do all staff, board members, and volunteers (youth and adult) receive written job descriptions and the necessary support to perform the job as expected?</p>			<p>If yes, list examples of positions, expectations, and accompanying support provided at your institution.</p> <p>If no, what happens?</p>

Question	Yes	No	Follow-up Questions
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Institutional Policy, cont.			
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<p>10. Do all staff, board members, and volunteers (youth and adult) receive the same training and orientation when coming to work for your institution?</p>			<p>If yes, list the types of training and components of the orientation.</p> <p>If no, describe the differences.</p>
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Capacity Building			
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<p>11. Is there a mentorship program to foster youth-adult partnerships?</p>			<p>If yes, describe the mentorship program and the training for adults to be mentors and supervisors.</p> <p>If no, is your institution interested in this type of training?</p>
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<p>12. Do youth receive training to lead discussions, participate in decision-making meetings, and represent your institution externally?</p>			<p>If yes, what kind of training and how much time is allocated for this?</p> <p>If no, does your institution intend to incorporate these types of training?</p>
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<p>13. Are there opportunities (time and funding) for youth to network with partner institutions?</p>			<p>If yes, list the types of opportunities and networking situations.</p> <p>If no, are there opportunities for adults?</p>
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<p>14. Are youth encouraged to make plans for career advancement as they gain skills and experience in the institution?</p>			<p>If yes, describe the career planning and development process.</p> <p>If no, where do youth go after they leave your institution?</p>
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Participant Evaluation

Please complete and return this form to the workshop facilitators at the end of the work plan development.

1. What did you like most about this process?

2. What did you like least about this process?

3. Since participating in this institutional assessment and planning process, do you feel differently about youth participation? How has your attitude or knowledge changed?

4. What would you change about the process?

a. What would you add?

b. What would you omit?

5. Would you recommend this process to other institutions?

If so, which institutions?

If not, why?
