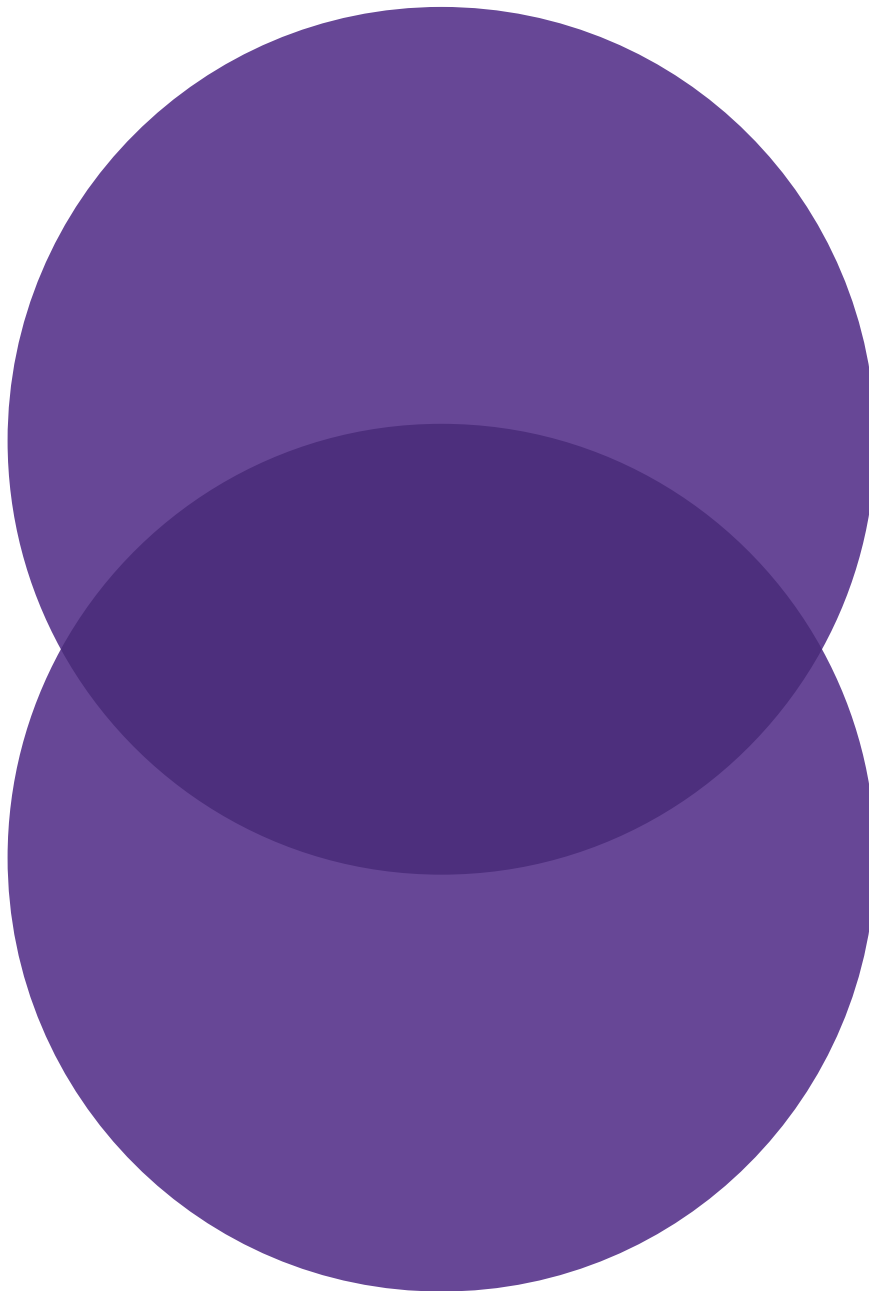


# Integrated Model for Supervision

Key considerations  
for IMS Training



This training curriculum was developed with funding from USAID and through a collaborative effort between the IFRC Reference Centre for Psychosocial Support and Trinity Centre for Global Mental Health.

# Key considerations for IMS Training

This quick guide is to support you to set up your IMS training by reviewing the who, what, when, where, and how's of the training. It involves key considerations that have been learned through an extensive piloting process.

This document can be read before or in conjunction with the IMS Training Curriculum, which provides more detailed information to help you to set up and conduct the training.

# Who

## Supervision is a shared responsibility.

Careful consideration should be given to ensure that the right people are engaged. The IMS Training has four distinct Modules, each developed for a specific audience.

**Module 1:** Leadership and Management

**Module 2:** Supervisors

**Module 3:** Supervisees

**Module 4:** Combined

## Participant profiles:

### **Leadership and Management:**

The buy-in of leadership and management is essential to the successful implementation of the IMS. Ideal participants from this category include those who are involved in organisational strategy, project development, human resources, project managers and coordinators, team leaders, monitoring and evaluation, and other individuals who are engaged in the development and roll-out of MHPSS, across sectors. Each organisation will be unique in who the most relevant stakeholders will be. It is important that members of the monitoring and evaluation team be included in Modules 1 and 4 of the IMS training if organisations choose to evaluate impact.

### **Supervisors:**

Supervisors can include individuals who are already established as supervisors in MHPSS programming, or those who have been identified to become supervisors in the future. A diversity of experience levels and familiarity is welcomed, though it may be beneficial to group similar levels if training is to be done in multiple stages or phases.

### **Supervisees:**

Supervisees can include anyone who will receive supervision in the organisation.

**Interpreters:**

The IMS Training also includes sessions for interpreters who are engaged in supervision, as they are critical to the supervisory alliance.

Careful consideration should be given to the number of participants. The recommended ratio is no more than 10 participants per trainer. This means that if MHPSS programming is at a larger scale, training may need to be rolled out in phases to target one particular unit or project at a time.

Considering the organisational organigram to ensure that members from the same unit or team are engaged will help ensure that IMS is integrated in a consistent way.

It may be necessary to do Modules 2 and 3 multiple times with different groups within the organisation depending on size.

**IMS Trainers:**

Individuals who have completed IMS Training of Trainers, inclusive of follow up supervision and implementation consultation.

# What

The IMS Training Curriculum has been developed and pilot tested to accompany the Integrated Model for Supervision's uptake and roll-out. The accompanying IMS Adaption Guide\* should be used to support organisations to adapt the IMS to fit the culture, context, and organisational culture. To be considered an IMS Training, key principles of the IMS should not be adapted.

## **The IMS Training includes the following:**

- IMS Training Curriculum
  - Participant workbooks
  - Training slides
- IMS Handbook\*
- IMS Monitoring and Evaluation Guide\*
- IMS Adaptation Guide\*

\*Indicates that materials are available at [www.supervision-mhpss.org](http://www.supervision-mhpss.org)

## **Materials needed:**

- Flipcharts
- Markers
- Arts supplies such as markers, crayons, clay, paper, pipe cleaners, coloured paper, tape, glue, scissors

The IMS Training Curriculum provides a detailed list of supplies needed.

The IMS suggests that the IMS Monitoring and Evaluation Guide be used to support organisations to support the evaluation of the impact of supervision within their organisation

# When

The training includes four modules, and can be done in consecutive days (suggested timing 10-12 days) or broken into modules done in a non-consecutive way. As Modules do build upon one another, Module's 1, 2 and 3 must be done before Module 4.

Depending on organisational size, Modules 2 and 3 may need to be done several times to cover larger MHPSS programming across sectors.

Supervision is a core element of the IMS Training, and typically takes place for a minimum of six months after training. Immediately after completing Modules 2 and 3 supervision should be employed. The mode and frequency will be dependent on the organisation - see the IMS Training Curriculum for more information on how to establish the post training supervision structure.

Implementation consultation meetings with IMS Trainers are encouraged after training to revisit IMS implementation goals and to support the roll-out of the IMS. Frequency is dependent on preferences of the organisation.

# Where

The IMS Training can be conducted in-person, online, or as a hybrid (combination of the two).

If conducted remotely, it is essential that participants have strong internet connections and that participants have a quiet confidential space to participate. It is advisable for participants to keep camera open at all times.

If in-person, the training should be done in a space that allows for privacy and confidentiality, and has enough space for small group activities and to move around.

# How

1. Source IMS Focal Point to organise training
2. Confirm IMS Trainers
3. Hold coordination meetings to determine the following:
  - a. training dates
  - b. training times
  - c. participants for each module
  - d. post- training supervision structure (independent of roll-out structure of supervision within organisation as whole)
  - e. venue
  - f. M&E for training
  - g. adaptation needed for training
4. Hold pre-training meeting for all participants (see IMS Training Curriculum)
5. Hold “classroom” portion of training, Modules 1-4
6. After “classroom” training employ supervision on the IMS for Module 2 participants (suggested 6 month minimum), who will cascade to Module 3 participants.
7. Implementation of consultation meetings as needed throughout and after training.