# Family planning training resource package

**Petrus Steyn** 

World Health Organization, Geneva





### Keeping up with the updated materials...



### What, When, Where, How, Why Do We Need Standardized Training Materials?

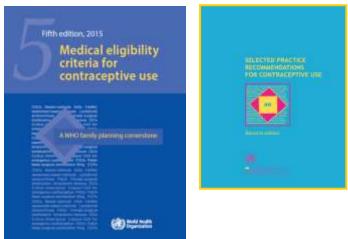
- Internet is a common source for training materials
- Too many and non-standardized tools
- Lots of materials are outdated
- Not sure which material is based on evidence
- Materials do not use adult based educational methods
  - Too many lectures
  - Minimal interactive and participatory sessions
  - Inappropriate use of role plays and discussions, etc.
- Not competency based

# A Training Resource Package for Family Planning (TRP)

- A comprehensive set of materials designed to support up to date training in family planning and reproductive health.
- Used evidence based technical information from WHO publications: *Family Planning: A Global Handbook for Providers* (WHO), MEC, and SPR.
- A web-based collection of the curricular components and tools needed to design, implement and evaluate training.









### **A Training Resource Package for Family Planning**

- Can be used by facilitators and curriculum developers to implement high quality training and education.
- The materials are appropriate for pre-service and in service training and applicable in both the public and private sectors.
- Incorporates up-to-date technical content and proven training methodologies.
- Content can be customized to meet needs of specific training audiences.
- Can be used by trainers with different levels of training experience guidance is provided (facilitator's guide).



# THE TRAINING RESOURCE PACKAGE FOR **FAMILY PLANNING**



### Featured Module: Benefits of Family Planning



This module is designed to provide a basic definition of family planning and discuss how it can help improve the lives of women, children, families, and communities. © 2012 Akintunde Akinleye/NURHI, Courtesy of Photoshare

### +

tools for trainers to design implement, and evaluate family planning and reproductive health (FP/RH)

may adapt or translate them for your own work. If you do use or adapt these materials, please let us



### A Partnership in Development, Review and Dissemination

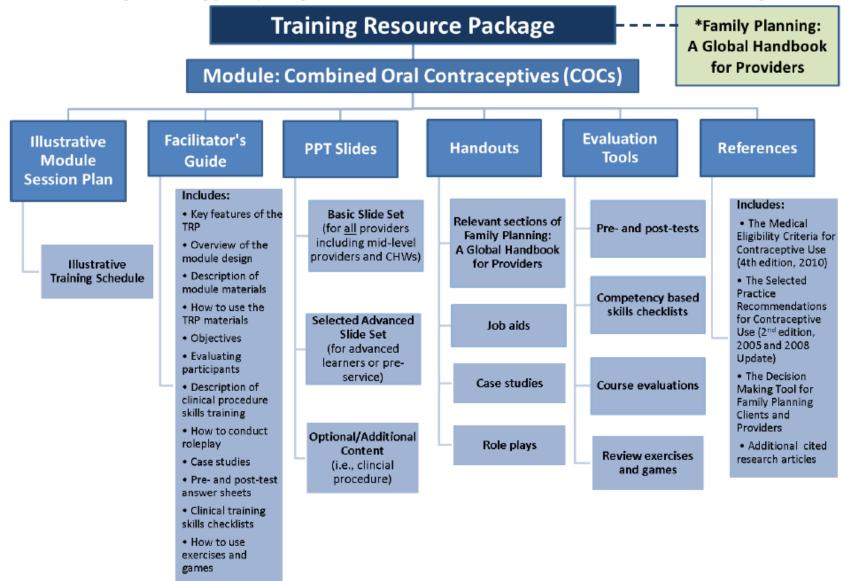
- Joint effort of USAID, WHO and UNFPA, in collaboration with many Cooperating Agencies and organizations, including
  - FHI 360
  - CDC
  - IPPF
  - Engender Health
  - Institute for Reproductive Health
  - IntraHealth
  - Jhpiego
  - Johns Hopkins University
  - Management Sciences for Health
  - Pathfinder International (current secretariat)







Illustrative COCs Module Diagram



\*The technical information for these materials is based on the Family Planning: A Global Handbook for Providers

Last revised: 27 July 2012

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### **Module Session Plan**

<b>Combined Oral Contrace</b>	prives (COCs	): Session Plan

#### Notes to Facilitator:

<ul> <li>To use this presentation moist effectively, please:</li> <li>Read the COCs Facelinner's Guide, on the Uning the Training for guidence on selecting and adapting TRP materials for the malience.</li> <li>Next read this sension plan, which includes detailed learning module and describes how to use this presentation and other a prepare for and conduct the learning activities</li> </ul>	lenming objective	The Transag Researce Package for Fundy Planning	354	200		
		Training Process	Resources			
Training Process	1	Session II: Who Can and Cannot Use COCs				
ession I: Characteristics of COCs ession I Objective: Describe the characteristics of COCs in a m		Session II Objective: Demonstrate how to screen clients for medic	al eligibility for CO	oc -		
inderstand.	inner ta	856.		2011		
Vereiner and Introduction (15 min.)	Slide	COCs Are Safe for Nearly All Women Lecturelle (10 win.) Use slides to show women who can nglely use COCs • Nearly all women can use COCs safely and effectively.	Slide 2: O Safe for N Women	The Training Reserve Po	nlage for Family Flamming	con
<ul> <li>The session is designed to address the COC-related</li> </ul>		<ul> <li>Most health conditions do not affect safe and effective use of</li> </ul>		Training Proces	55	Resources
<ul> <li>objectives listed in the Facilitator's Gnide and Slide 2.</li> <li>Review objectives with participants.</li> <li>Explain that the learning objectives will be assessed through knowledge assessments, role plays and the use of skills checklists.</li> <li>Solicit input about whether the planned objectives match participant's expectations of the training.</li> </ul>		<ul> <li>COCs and only few conditions or situations may affect a wroman's eligibility to use COCs.</li> <li>The WHO medical eligibility criteria were developed to reasure providers about conditions that do not interfere with affect as of contraceptive small highlight all the conditions that affect a woman's eligibility to use any given contraceptive method.</li> <li>Who Can and Cannot Use the Pill</li> </ul>	Slide 3: W	Lecturitte (15 min.     Lise stider In         Ult a class         blooding         taking it         provide	OC Side Effects: Bleeding Changes ) processor the following: it complains shoot an egalar or breakfarough i, the product shootd first make more the client is a pills correctly, without missing pills. The should also mix whether the client is taking any at many intenser, with COCs, such as infampless?	Side 15: Management of COC Side Effects Bleeding Changes
Distribute the per-cost.     v. Test Questboundire     O anin.)     L     had are COCs? Trails and Types     broassion (10 m/n.)     quide: (8lide 3). The key points to remember about COCs are     puble: (8lide 3).	Evalu Comb Court (COC Slide Prints and C	Lecturette (15 min) Explane that most nomen can safely use the pull as mentioned in the provinus slide. Use slides to show who should not use COCs	Slides 7 au WHO's M	rifabutia these sit unike th oscily, re oscily, re oscile auything Soggant	refatoria, which make COCs loss effective. If more of these situations applies, providers can explain that COCs make the tretice linking thinking, and it may start shedding early, resulting in this type of bloeding. The provider can assume a woman that this bleeding does not mean that anything is wrong and uscally duminishes with time. Suggest that she take pills at the same time each day— this mere had to reduce its meant that.	
sphere (sing s) in the key points or minimum atom COC s we at one spill must be taken every day, effectiveness depends on the ser; COCs are very safe, they help reduce menstrual bleeding and mups, come women have side effects at first (these are not unriful); and COCs don't provide protection against STIs or IV/AIDS.	Slide COCs Types	Medical Eligibility Criteria Brokenwing (10 min.) • This activity has two purposes: 1. To give participants on opportunity to share what they		<ul> <li>If the irr provider to 500 m equivale sufferent</li> </ul>	<ul> <li>If the irregistic blooding is inacceptable to the client, the provider may want to consider private her ibuptoffer, up to 500 mp these times per days for five days, or equivalent amount of author does steroidal anti- inflaminatory drug other than append, heavy, or</li> </ul>	
an Revised: 27.3sly 2012		<ul> <li>know about the eligibility criteria used in their national family planning gradelines or the WHO metical eligibility criteria (WHO MEC) so that the facilitator can determine whether the participants understand the criteria and how they are used or whether they need additional background information before proceeding.</li> <li>To introduce job nids that help participants understand eligibility criteria (and that they may also use at their workstine), such as the WHO Medical Eligibility Criteria Wheel for Constructed Participants and for Chart for the WHO Medical Eligibility Criteria Wheel for Constructed Participants Criteria for Constructed Use.</li> <li>Brainstorming instructions:</li> <li>Use slide 7 to introduce the concept of medical eligibility.</li> </ul>	Eligibility Categorie Homional Methods Handoot & Methods Cateria & Contrata &	probrage medical be refer an Ameror working antificate accessing pills inco fame, the pregame of Someting chert way provides the prey	of vaginal bloeding that may suggest a various crustition not related to the method, she should off for evaluation as soon as possible. These may simply be a sign that the pills are effectively. Reasonase the closer that is does not a health problem and an undical testiment is yil. If the client develops memorphers while using smeetly or after using COCs. So only a short provider should determine if the client is these side effects may diminish or disappear if the inclusion is motive formalism of COCs. A may presseribe a different pill brand if available. flash period and are masceepible to the client due wheth deal parts is done motion.	
					ptive method. Rare COC Complications	Slide 10 When to

Last Revised: 27 July 2012

Lecturette (5 min.) Return Warning Signs of Rine COC · Use slides to present the following: Complications · Ou very rare occasions, women who use COCs can develop serious complications, usually due to thrombouis or thromboenholium---s blood clot that may form in the

9 p. The Training Resource Package for Family Planning

COC2 Module

### **Facilitators' Guide**

COC: Module

#### Combined Oral Contraceptives (COCs): Facilitator's Guide to the Training Resource

#### **Table of Contents**

6	What is the	<b>Training Resource</b>	Package for COCs?	_
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II. What is the Purpose of the Training Resource Package for COCs?..

III. Who Can Use the Training Resource Package for COCs? ......

IV. Using the Training Resource Package COCs Module to Develop Tr

V. Using the Training Resource Package for Pre-Service Training ....

#### VL Overview of the Design of the Technical Resource Package Module (see Diagram, next page)

а,	The Learning Objectives
ъ.	Illustrative Module Session Plan with Illustrative Training Schedu
ε.	Facilitator's Guide
d.	Presentation (PowerPoint slides)
ε.	Handouts
£.	Evaluation Tools
	References
п. с	linical Practicum
а,	Selecting a Clinical Training Site
ъ.	Steps in Developing a Clinical Training Site
÷.	Selecting a Clinical Trainer
$^{\circ}$	Clinical Procedure Skills Training
	How Much Clinical Practice is Needed for Certification?
r.	What is the Proper Length of Clinical Training and Ration of Trai
*	Steps for Gooding a Clinic-Based Practicum
h.	Training Follow-up

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The Training Resource Package for Family Planning

#### Combined Oral Contraceptives (COCs): Facilitator's Guide to the Training Resource Package

L. What is the Training Resource Package for Combined Oral Contraceptives? This Facilitator's Guide will help you make effective use of The Training Resource Package (TRP) for Combined Oral Contraceptives (COCs). The TRP for COCs is part of a global resource package for trainers, supervises, and program managers. It contains hig friendly materials and resources for designing, conducting and evaluating trainin planning (FP) providers. The resource package is specifically designed for mid-h but also contains more advanced materials for physicians and can be adapted for level community health workers.

#### II. What is the Purpose of the Training Resource Package for COCs?

This training manual was developed for use in training physicians, nurses, midw types of community health workers. It is designed to actively involve the trainee process. Sessions include PowerPoint presentations, simulation skills practice in roleplays, discussions, case studies and practice, and using objective competency checklists.

At the end of this module, the trainee will be able to describe COCs as an effecti counsel and screen clients seeking COCs, respond to runnors and misconceptions COCs, provide services for COC clients, recognize and manage common side eff complications, and provide follow up care for COC acceptors.

#### III. Who can use the Training Resource Package for COCs?

The training materials are designed to be used by clinical trainers and pre-service a thorough understanding of adult learning principles and the ability to provide c on FP topics in pre-service or in-service settings.

IV. Using the Training Resource Package COCs Module to Develop Trainin All of the parts needed to develop a cumiculum for COCs are included in the TR, diagram following the Table of Contents shows how the different elements of the together. They are these to be adapted to fit the carcumstances in the country whe used, the trainers who will be conducting training and the level of expertise and a trainees. The TRP can be adapted to fit any kind of training. The module can be a loue module or as part of a comprehensive course in family planning. The TRP resource for a refresher training or fit training new providers.

The following six steps can be used as to develop effective training using the TR

#### Step 1: Assess Training Needs

Before devoting time and resources to developing a training program, venify that and knowledge is a primary cause of the performance problem or challenge that A training program can address only knowledge and skills deficits, it does not ad other factors that influence workers: performance. Emgage stakeholders in the as performance challenge. If a knowledge and skills deficit is identified, also ensure

Last project: 27 July 2012

The Denning Revenue Package for Family Planning

COC) Appendix 4

#### Appendix A: Adult Learning

#### Adult Learning

A nested educative, Dr. Makerdan Kanordev, deviced a thravey of adult learning. Before Dr. Kanovien published in the energy cancer deacators muuned that addit iterated part of california old and data the isorheriv role win to trach and the learners role was just to learn. The tracher was to take full responsibility for the seeching-Bearning process. Silve made all of the decaution about what should be learned. How it should be learners was proved as the tracker's knowledge and expenses. In the 1860%, Dr. Knowless and others theorized full tracker's knowledge and expenses. In the 1860%, Dr. Knowless and others theorized full trackers' knowledge and expenses. In the 1860%, Dr. Knowless and others theorized full trackers and addits learned differently and he made the following assumptions that characterized adults as itemers.

#### Adults as Learners

1. Adults have a need to know why they should learn something.

Adults are motivated to learn when they are convinced that learning the new knowledge, attende, or skill is insportant. Learning in a more meaningful experience for adults if they can understand why they "need to know."

#### 2. Adults have a deep need to be self-directing.

"The psychological definition of an idult is our who has achieved a self-concept of being incharge of his on her own life, of bring responsible for making his or her own decisions, and living with the consequence." Addits have a strong need to take responsibility for their own lives, michaling deciding what they want to learn. Dr. Knewles specializes that when addit becomes are needed as children, they withdraw from the beaming summon. However, selfdecentel learning doesn't necessarily mass learning without help. Addits often ased help an making the transition from seeing thempelvies as dependent learners to becoming selfdecentel learners. Trainers are nell responsible for the plan or approach, but throughout the training doesn't more transport.

3. Adults have a greater volume and different quality of experience than youth.

The lenger tee live, the more experiments we have. This affects learning in several ways. Adults long to the learning experiment a wealth of experience which can be used to enach their learning and fluit of other participants.

Adults have a broader base of experience to which to study new ideas and skills and give them inder meaning. Typig lossing activities to past experiments can take them mass meaningful and will help participants remember them better.

Adult learners come together in a group having had a wide range of experiences. They will have a wide range of differences in background, intervent, shifting, and learning wyles. Because of these differences, adult learning must be more inforbaid and more varied. A way tunner will find out what the transees diredy know and build on these experiences.

There is a potential negative effect of greater experiences—"it tends to come people to develop labels of throught and linuxs to mole protopositions to be less open to new ideas." This potentially negative effect must be taken into account to planning learning experiences. Techniques must be developed to my to constrain this tendency.

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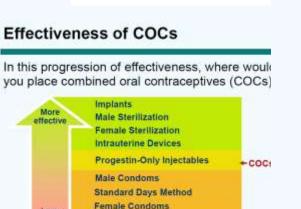


### Combined Oral Contraceptive Pills (COCs)

Session I: Characteristics of COC:



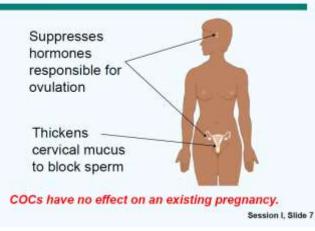




Spermicides

Session I, Slide 5

### **COCs: Mechanism of Action**



### POWERPOINTS

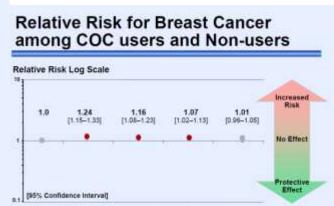
Combined Oral Contraceptive Pills (COCs) Advanced Slide Set





Less

Advanced Slide Set, Slide #



Source: Collaborative Group on Homonal Factors in Breast Cancer, 1996, Mine, 2005; Silvera, 2005.

stoppin

coc

Liner

5-9 yr

stopping

10+ yrs

stopping

Advanced Slide Set, # 7



### HANDOUTS

### How to Use the Pill

#### Take one pill each day

If you miss 1 or 2 active pills in a row or start a pack 1 or 2 days late:

- · Always take a pill as soon as you remember
- · Continue to take one pill every day
- No need for additional protection

#### If you miss 3 or more active pills in a row or start a pack 3 or more days late:

 Take a pill as soon as possible, continue tak 1 pill each day, and use condoms or avoid s for the next 7 days



 If you miss these pills in week 3, ALSO skip inactive pills and start a new pack."

		COMPANY OF THE OWNER OF
	*UNINAMANA (*	*CHARNO
Week 3 🛏	POOOOOO	00000
inactive pills -	+ 0-0-0-0-0-0-0-	00000

"With 21-pill packs, skip the pill-free interval and star



COCs Scenario 1—Client Information Sheet	COCs Scenario 1-Observe
Client Description You are a 17-year-old female who has been counseled about the benefits of using family plasming by a more at the antesatal clinic. You were pergenant but miscurined one month ago. You was the pamphlet on family plasming method options that was given to you by the provider at the clinic and turve mode a decision about which method you believe best units your metho. Offer this information only when the provider asks relevant questions: • You have had a steady boyfnend for about via months. • You have had a steady boyfnend for about via months. • You have had a steady boyfnend for about via months. • You have had a steady boyfnend for about via months. • You have period started five days ago and were very regular each mooth prior to the miscarriage. • You feel healthy and have no health problems. • You would like to have a child sourday, but your boyfnend ways he is not asedy, to you have chosen to use COCs because you believe that COCs would best wat your needs.	Nake note of whether the provi Asks about the client's re- internoors, and life plane Ensume that the client and described in the paraphlet and has made an informed Determines the client's ro- screening checklist Provides COCs, instruction if pills are missed, and inf Eacourages here to be tester Explains the benefit of the courseling to support cen- Discusses benefits of head noting it a best to wait in months after miscarriage I Nethods for which the client in COCS DMIPA or NET-EN Implants Male or finale condoms Standard Days Methed <sup>®</sup>

Training Resource Package for Family Planning, Combined Oral Contraception --Climitian, Role Plays, 11/2011

### **Combined Oral** Contraceptives

CHAPTER I

#### **Key Points for Providers and Clients**

- Take one pill every day. For greatest effectiveness a woman must take pills daily and start each new pack of pills on time.
- Bleeding changes are common but not harmful. Typically. irregular bleeding for the first few months and then lighter and more regular bleeding.
- Take any missed pill as soon as possible. Missing pills risks pregnancy and may make some side effects worse.
- Can be given to women at any time to start later. If pregnancy cannot be ruled out, a provider can give her pills to take later, when her monthly bleeding begins.

#### What Are Combined Oral Contraceptives?

- Pills that contain low doses of 2 hormones-a progestin and an estrogen-like the natural hormones progesterone and estrogen in a woman's body.
- Combined oral contraceptives (COCs) are also called "the Pill," low-dose combined pills, OCPs, and OCs.
- Work primarily by preventing the release of eggs from the ovaries (ovulation).

#### How Effective?

Effectiveness depends on the user: Risk of pregnancy is greatest when a woman starts a new pill pack 3 or more days late, or misses 3 or more pills near the beginning or end of a pill pack.

Combined Oral Contraceptives







Last seviced: 11 June 2012

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Just right

COC+

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1 2 3 4 5

12345

**Course Evaluation** Instructions: Rate each of the following statements as to whether or not you agree with them, using the following key: I Strongly disagree 2 Somewhot disagree 3 Neither agree not disagree 4 Somewhat agree 5 Strongly agree Overview · The objectives of the module were clearly defined. · The material was new to me. · The trainer understood the material being presented. The time quest on this module was sufficient. + Time for discussion and questions was sufficient. + The material in this module has provided me with sufficient information to conclude the safety and effectiveness of COCs. The module has offered me the skills to provide COC services. including counseling, appropriate client screening and selection, and nanagement and follow-up of clients. The pre-post-test accurately assessed my comes beening. Meeting Conditions Locations + The training was held on a convenient day and time.

Necessary unpplies were available.

Training Methods and Materials

+ Class discussion was helpful.

Course Length

+ The trainers' presentations were clear and organized. I loarned practical skills in the role plays and case studies

· The trainers encouraged my questions and input.

The bright of the course was (circle your answer):

Instructions: Circle the latter(s) for all that apply. (Some questions a corract answer.) Follow specific directions for each section. There is

The Combined Oral Contraceptives (COCs) Post-Test

Scoring: Score each correct answer by 1. Multiply total correct answ percentage. Use whatever passing score is usually used in your count passing score is \$0%.

- 1. Which of the following is correct about the hormonal content of C
- a. COCs contain the synthetic hormones estrogen and progestin.
- b. COCs contain natural estrogen and synthetic propertin-
- All formulations of COCs contain the hormones ethinyl estra-
- d. COCs contain more than two types of synthetic hormones.
- 2. COCs prevent programcy by:
- a. Damaging sperm

Participant Name

- Causing cervical mucus to become thicker
- c. Preventing a fertilized egg from embedding in the sterine limit
- d. Suppressing ovulation
- 3. The mechanism of action of COCs includes:
- a. destroying the over
- b. suppressing hormones responsible for ovulation
- hampering sperm transport by thickening cervical micus 4
- d thickening cervical mncus to block sperm

4. Consistent and correct use (perfect use) of COCs mixing 100 won

- a. <1 pregnancy per 100 women in the first year of use
- b. 2 prognancies per 100 women in the first year of use
- c. 6-8 pregnancies per 100 women in the first year of use
- d. 5 pregnancies per 100 women in the first year of use

5. Major advantages of the COC include the facts that:

- a. It is highly effective if takes correctly

The Training Resource Pathage Ry Fields Planning Post-test and Applied Learning Case Studies

cock.

Course Evaluation

The Towney Between Package for Parally Planning

The Combined Oral Contraceptives (COCs):

**EVALUATION TOOLS** 

The Training Resource Peckage for Penelly Disnang

Combined Oral Contraceptives (COCs): Competency-Based Training (CBT) Skills Assessment Checklist for COCs

Date of Assessment	Dates of Training	

Numa of Facility		
Nuna of Facialy		
Type of Facility: 🖾 MOH/Gov't	🖾 MGO	C Other
Level of Facility: 🔲 Primary	Secondary	Tertiary
Name of the Service Provider		

Name of the Assessor

This assessment tool contains the detailed steps that a service provider should follow in counseling and providing client instructions for COCs. The checklist may be used during trai to monitor the progress of the trainee as whe acquires the new skills and it may be used durin the clinical phase of training to determine whether the trainee has reached a level of compete in performing the skills. It may also be used by the trainer or supervisor when following up a monitoring the trainee. The trainee should always receive a copy of the assessment checklist that s he may know what is expected of her/him.

#### Instructions for the Assessor

- 1. Always explain to the client what you are doing before beaming the assessment. Ask for client's permission to observe.
- 2. Begin the assessment when the trainee greets the client:
- 3. Use the following roting scale:

1- Needs Improvement: Step or task not performed convertly or out of sequence (if necessary) or is omitted

2= Competently Performed: Step or task performed correctly in proper sequence (if necessary) but participant does not progress from step to step efficiently

3- Proficiently Performed: Step or task efficiently and precisely performed in the proper requence (if necessary)

Not observed: Step, task, or skill not performed by the trainee during evaluation by the trainer.

4. Continue assessing the trainee throughout the time whe is with the client, using the rating scale

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Too short



Too long



- - b. it protects against HIV/AIDS
  - c. it protects against ovarian and endometrial cancer
  - if, it decreases risk of ovarian cysts
  - a it protects against breast cancer

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can

### REFERENCES

The Daining Reson	rcé Package for Family Planning	000
	Combined Oral Contraceptives (COCs)	References
	eferences for the COC module as well as for o ganization's four cornerstones of family planni	
serv	uly Planning: A Global Handbook for Providers es as a quick-reference resource for all level of h ides practical guidance on delivering family plan effectively.	ealth care workers. It
resc	Medical Eligibility Crietria for Contraceptive U urce provides guidance on whether people with c safely and effectively use specific contraceptive r	ertain medical conditions
3. Dec	ision Making Tools for Family Planning Clients	and Providers
200	Selected Practice Recommendations for Contrac 5) and the Selected Practice Recommendations fo Inte.	Provide the second s
Other reso	arces related to COCs:	
	t Sheet: Combined Oral Contraceptives (COCs) Sheet_COCs_Generic (.doc or .pdf)	
	nparing Effectiveness of Family Planning Method ectivenessChart_GlobalHB_2007.pdf	ts
	00 Wamen Use a Method for One Year, How Mar ectivenessChart_AltVersion (.doc or .pdf)	y Will Become Pregnant?
Con	ck Reference Chart for the WHO Medical Eligibi traceptive Use ckRefChartMEC_2011.pdf	lity Critteria for
	WHO Medical Eligibility Criteria Wheel for Cor Cwheel_WHO_2008.pdf	itraceptive Use
Con	ckliat for Screening Clients Who Want to Initiate traceptives Cchecklist_COCs_2011.pdf	Combined Oral
Pro	ional FP guidelines on managing COCs' side effe blans, Global Handbook iagingProblems_COCs_GlobalHandbook_2011.p	900-1100-1100-170 <b>3</b> -146
(CC	uide to Effective and Efficient Provision of Comb (Ci) Ald_ProvidingCOCs_Clin.pdf	ined Oral Contraceptives
	to Use the Pill id_HowToUseCOCs_Generic.ppt	
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# **Modules presently available**

- Benefits of Family Planning (VF)
- Combined Oral Contraceptives (VF)
- Condoms- Male (VF)
- Condoms- Female (VF)
- Contraceptive Implants (VF)
- Emergency Contraceptive Pills (ECP)
- Emergency Contraceptive Pills (ECP) for Pharmacists
- Family Planning Counseling (VF)
- Intrauterine Devices (IUDs) (VF)
- Lactational Amenorrhea (VF)
- Progestin-only Injectable Contraception (Injectables) (VF)
- Standard Days Method
- WHO's FP Guidance documents and Job Aids (VF)
- Other modules still under development- Permanent Methods
- Plans for wider dissemination and technical support
- Plans for regular updating
- New French versions of other modules coming soon



# www.fptraining.org

# **USB** drive







Leading rigorous and independent research around the world in sexual and reproductive health and rights



www.who.int/reproductivehealth

orld Health ganization



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