QUALITY IMPROVEMENT & VERIFICATION CHECKLIST FOR PRACTICE PROMOTION SESSIONS BY COMMUNITY DEVELOPMENT WORKERS (CDWs)

Name of CDW: ___________________ Evaluator: ____________________
Community: ___________________ Date: __________________________

**METHODS**

### Set up

1. Did the community development worker (CDW) seat people so that all could see each others’ faces?
2. Did the CDW ask someone if they want to open the session in prayer if appropriate in the local context?
3. Did the CDW wear appropriate clothing?
4. Did the CDW sit at the same level as the other participants?
5. **If using a lesson plan:** Did the CDW follow the lesson plan in the curricula?

### Overall communication

6. Did the CDW speak loud enough that everyone could hear?
7. Did the CDW use proper eye contact with everyone?
8. Did the CDW use changes in voice intonation (not monotone)?
9. Did the CDW speak slowly and clearly?
10. Did the CDW move around the room/area without distracting the group?
11. Did the CDW always use examples/terminology that were culturally appropriate?
12. Did the CDW encourage comments by nodding, smiling, or other actions that show s/he was listening?
13. Did the CDW ALWAYS reply to participants in a courteous and diplomatic way?
14. Did the CDW prevent domination of the discussion by 1 or 2 people?
15. Did the CDW encourage timid participants to speak/participate?
16. Did the CDW use a participatory method? (game, skit, song, story, other -- SPECIFY:__________________________)?
17. Did the CDW ask the participants lots of (non-rhetorical) questions?
18. Did the CDW give participants adequate time to answer questions?
19. Did the CDW encourage discussion amongst participants?

### Beginning

20. Did the CDW introduce the topic well (who s/he is, topic, time)?
21. Did the CDW ask questions to relate topic to the participants’ experiences?
22. Did the CDW ask about the current practices of the participants?
### Recommendations/Suggestions for Action/Comments:

- **Scoring:**
  - **Used (Yes+No) =** __________
  - **Score=** __________%  

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### End

23. Did the CDW use the brainstorming technique at appropriate moments? .................................................. □ □
24. Did the CDW use any props? .................................................................................................................. □ □
25. If pictures with key messages were used: Did the CDW explain the meaning of each picture? .................................................................................................................. □ □
26. Did the CDW demonstrate any skills that s/he was promoting? .......................................................... □ □
27. Optional, if taught: Did the CDW use any persuasion principles? .......................................................... □ □
28. Did the CDW explore participants’ barriers to the promoted practices? .............................................. □ □
29. Did the CDW elicit current and suggested strategies to overcome barriers from the participants? .................................................................................................................. □ □
30. Did the CDW suggest other strategies to overcome barriers? .............................................................. □ □
31. Did the CDW encourage comments by paraphrasing what people said (repeating statements in his or her own words)? .................................................................................................. □ □
32. Did the CDW ask participants if they agree with other participants’ responses? .................................. □ □
33. Did the participants make lots of comments? .......................................................................................... □ □
34. Did the CDW summarize the participants’ discussion? ........................................................................... □ □
35. Did the CDW reinforce statements by sharing relevant personal experience, or asking others to share personal experience? .................................................................................................. □ □
36. Did the CDW encourage participants to share what they know? .......................................................... □ □

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### Contents

43. Was the content of the educational messages CORRECT? .......................................................... □ □
    - Poor: 1 2 3 4 5 6 7 8 9 10
    - Excellent
44. Was the content of the educational messages RELEVANT? ........................................................... □ □
    - Poor: 1 2 3 4 5 6 7 8 9 10
    - Excellent
45. Was the content of the educational messages COMPLETE? .......................................................... □ □
    - Poor: 1 2 3 4 5 6 7 8 9 10
    - Excellent
46. OVERALL EVALUATION OF THE CDW’s BCC PERFORMANCE: ...................................................... □ □
    - Poor: 1 2 3 4 5 6 7 8 9 10
    - Excellent

**Scoring:**

- **Yes =** __________
- **Used (Yes+No) =** __________
- **Score=** __________%