**Session 1.2: Instructions for small group work**

* Designate group members to fill the following roles:

**Handouts and Tools for this exercise:**

Handout 1.2c Key questions

Datasets (hard and soft copy)

On USB:

* Tool 1.2a Data synthesis

Optional:

* Tool 1.2b Trend analysis
* Tool 1.2c Asset inventory
* Tool 1.2d Opps & constraints
* Tool 1.2e Stakeholder template
  + One Chief of Party- to make a final decision when the group comes to an impasse.
  + 1-3 note takers for the data entry tools. You may wish to split up data entry responsibilities for the various categories in Tool 1.2a.
  + One data gap documenter
  + One presenter
* Review the key questions (Handout 1.2c) and the data set. Highlight findings in the data set that will help you to answer the key questions.
* Use Tool 1.2a on your USB to organize relevant findings in the data set. You may also use the tools 1.2b-1.2e on the USB to help you organize and analyze the data to answer the key questions.
* Make note of data gaps on a flipchart near the group. You’ll keep adding to this list over the course of the workshop.
* 2-3 groups will prepare a brief presentation to share organized data in plenary. Please keep presentations to 10-12 minutes.

**Name your files TOC\_1.2\_grp [#]\_date.**

**Circulate the matrix and the PPT to all group members and email to lstarr@savechildren.org**