



Online training course by the NCCHPP: A framework for analyzing public policies Taking the course with a group of colleagues

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This training course was designed to be taken individually. However, if you and your colleagues registered for the course more or less concurrently, you could take the opportunity to discuss what you learned along with them, as well as look for possible links with your team's or organization's projects. This will enrich your training experience.

Here are a few clarifications in case you would like to use this option, and suggested questions for group discussion.

Individually or as a group?

This online training course is relatively short (it takes from 6 to 8 hours to complete) and it includes many exercises along the way in order to reinforce the learning process. Therefore, intervals between exercises are short, and since each person will go through the course at his or her own pace, you may find it burdensome to adjust to your colleagues' pace while taking the course. For instance, some people may want to proceed quickly, whereas others may want to spend more time on certain sections, take time to check the optional resources referenced along the way, etc.

That said, if you and your colleagues are taking the training course more or less concurrently, you may benefit from discussion *before* you all start the course (what are you looking for?), then again *after* completing it (what have you learned and how do you intend to use it?).

Below, we suggest some questions for group discussion at these two stages. You may use these questions as is, whether by using them all or focusing on just a few of them; you might also draw on them to formulate your own questions focused on specific issues that your team has to deal with.

| Individually | As a group (optional) |
|--------------------------|---|
| Register | |
| | Discussion about expectations |
| Take the training course | |
| | Discussion – Debriefing and way forward |

Suggested questions for group discussion

BEFORE TAKING THE COURSE

A simple discussion for taking stock of your expectations regarding the online training course:

- What do you already know about public policy analysis?
- What do you hope you will learn in the course?
- How could this knowledge support the work performed by your team?

How-to :

- o Do a tour around the table, with input from everyone (in person or via conference call)
- o Discuss one question after the other
- o For each question, each person shares his or her answer (prepared in advance or not), followed by group discussion.

AFTER COMPLETING THE COURSE

- Would you like to double-check your understanding of some topics addressed in the course? We encourage you to discuss these with your colleagues so you can help one another.
 - As you go through the course, take note of the sections you would like to discuss. Then, when the group discussion takes place, your notes can be helpful reminders.
 - The discussion will be more effective if every participant either has a computer and is logged onto the online training course, or, failing that, has the briefing note outlining the analytical framework (http://www.ncchpp.ca/docs/Guide_framework_analyzing_policies_En.pdf). This will help identify precisely the topics that are being discussed.
- Among the six dimensions of the analytical framework, pick the one about which you learned the most / the one that you think is most useful, and explain why. Putting your ideas together with those of your colleagues could bring you all one step further ahead.
- Look into the summary list of questions for analysis. Are there other questions that you would like to add, given your team's work topics and/or given the specific issues that you face in your field of work?
 - This exercise would be more productive if every participant thinks of it in advance and joins the group discussion with suggestions in mind. This way, together you could develop an adapted list that could become a work tool for your team.
- Look into the table of data collection methods. As a group, compare the proposed methods: which ones are usually more applicable in your work context? If other methods would be desirable but are not used, why is that? Are there accessible solutions (e.g.: training, networking with experts, subscribing to databases, etc.)? Are some members of the team more familiar with some methods, and could they either train or mentor their colleagues?
- What will you change in your professional practice as a result of the training course? Hearing your colleagues' ideas on this might lead you to supplement your initial ideas.
- To extend the exchange of information after the discussion, every participant could share with the rest of the team his or her 3 favourite resources (on public policy analysis, on data collection methods, etc.), other than those referenced in the online training course.

KEEP US INFORMED!

If you took the course with a group of colleagues, please let us know about your experience: How well did the course function for you as a group? What topics did you choose for your group discussions? How useful was this process for your team?

Please write us at: ncchpp_training@inspq.qc.ca

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The National Collaborating Centre for Healthy Public Policy (NCCHPP) seeks to increase the expertise of public health actors across Canada in healthy public policy through the development, sharing and use of knowledge. The NCCHPP is one of six centres financed by the Public Health Agency of Canada. The six centres form a network across Canada, each hosted by a different institution and each focusing on a specific topic linked to public health.

In addition to the Centres' individual contributions, the network of Collaborating Centres provides focal points for the exchange and common production of knowledge relating to these topics. The National Collaborating Centre for Healthy Public Policy is hosted by the Institut national de santé publique du Québec (INSPQ), a leading centre in public health in Canada.

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