

# Guidance for Adaptation of the Uganda ADS Training Materials<sup>1</sup>

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## Introduction

It is often more cost effective to *adapt* training materials that have been developed and used by other organizations than to develop them yourself. If you have decided to adapt existing training materials for use in your country/regional setting, you may find the following guidance helpful.

Steps that need to be taken to adapt existing training materials for use in other locations/contexts tend to fall into the following five (5) categories. Details about each category are provided below.

1. Re-branding
2. Localizing
3. Contextualizing
4. Pilot testing
5. Other

## 1. Re-branding

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You will need to:

- Replace the name of the original country and/or institution and its address (if provided) with the name of the new country and/or institution and its address (if desired).
- Replace all logos (pertaining to the original institution and collaborating institutions and organizations, as appropriate) with the logo of your country and/or institution.
- Apply the rest of your specific branding requirements, as required by your organization/funder/regulatory body.

## 2. Localizing

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You will need to:

- Replace examples of local practices, beliefs, images, stories, etc. that are specific to the place of origin of the original materials with examples from your local context.
- These examples are likely to be integrated into many aspects of the materials – such as scenarios, case studies, exercises, and illustrations.
- Replace the names of people and places used in stories, exercises, and examples with those that are typical of your area.

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<sup>1</sup> Adapted from: “How to adapt/localize training material” from *Local Training Platform* – UNESCO - <http://otp.infocollections.org/otp/page/adaptlocalize/>

- Replace the images and photos used to illustrate conditions, such as skin diseases, wounds, or problems of the eye or ear, with locally appropriate images and photos that will be familiar to the participants in your training/area.

### 3. Contextualizing

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You will need to:

- Replace rules, regulations, policies, local guidelines, SOPs, first-line medicines, STGs, images, etc. that are specific to the place of origin of the original materials with the appropriate substitutions from your local context.
- For example:
  - If you have your own version of the *Uganda ADS Handbook*, you will substitute it for use with your program.
  - If you have your own version of the *Uganda ADS Expanded Medicines List*, you will substitute it for use with your program.
  - You will need to review and adapt Uganda's *Fever Case Management Algorithm* to your context(s).
  - You will need to substitute your own data for that of Uganda when specific examples are cited – such as in the Family Planning module of the training.
  - You will need to ensure that your training materials reflect and align with rules, regulations, and policies regarding drug shops – such as what treatment can be initiated at the drug shop as well as whether the drug seller shop will be able to stock emergency contraception or injectables.

### 4. Pilot testing

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- Once you have adapted the training materials to your context, try them out with a representative sample of the audience for whom they are intended. This will allow you to identify and correct any errors, confusion, uncertainty, etc.
- Note: Time spent on pilot-testing training materials usually represents a good return on your investment of time and money.

## 5. Other

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You will need to:

- Summarize the information specific to Tanzania and Uganda, and then add information specific to your context, process, and program, when you revise the section, “Background to ADS”.
- Review and revise the forms that drug sellers use to record and report on their activities, stock management, ordering, etc.
- Make decisions regarding the format and use of materials.
  - What format will you choose for the Job Aids?
  - Will you produce one laminated set of job aids for each drug seller or provide multiple paper copies of some or all of the job aids to each drug seller?