Case Study Procedure

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| Time | Activities | | Support by Facilitator |
| 15:30  **5 minutes**  15:35 | Facilitator | Introduction  explain the process | Deliver material and white paper |
| 15:35  **5 minutes**  15:40 | Individual session | Individual participants think about on 4 cases and write down important points on the paper | Write down on white paper |
| 15:40  **10 minutes**  15:50 | Group session | * Make small groups * At each group, select chair-person, presenter and minutes taker, or one person do all roles * Each group is assigned one case selected from 4 cases to work on. * At each group, firstly, each trainee expresses individual analysis and proposal. * Discussion and summarize members’ opinion, and write them on paper. | 20 trainees  5 p X 4 groups  ------------  Deliver white paper to each group (4 paper) |
| 15:50  **10 minutes**  16:00 | Plenary session | Make a brief presentation   * Comments | 4 group X 2 minutes |

* **Purpose of Case-Study training:**

1. **Enhancing Problem-Solving Skills**: By analyzing actual cases and considering solutions, participants can improve their problem-solving abilities.
2. **Strengthening Decision-Making**: Training to make optimal decisions from multiple options enhances decision-making capabilities.
3. **Linking Rule/standard procedures and Practice**: Applying learned rules/standard procedures to real cases deepens the understanding of those rules etc.
4. **Promoting Teamwork**: Group discussions improve teamwork and communication skills.

* **Trainee’s presentation shall include the following items:**

1. **Case Overview**: Provide a concise explanation of the background information, key characters, and a summary of the main issues in the case.
2. **Identification of Problems**: Clearly identify the main problems and challenges presented in the case.
3. **Cause Analysis**: Analyze the reasons and background behind the problems, identifying the root causes.
4. **Proposal of Alternatives**: Suggest multiple alternative solutions to address the problems. Evaluate the advantages and disadvantages of each alternative.
5. **Selection of the Optimal Solution**: Choose the most appropriate solution from the proposed alternatives and explain the reasons for this choice.
6. **Implementation Plan**: Present a concrete plan for implementing the selected solution. This includes resource allocation, schedule, and assigned responsibilities.
7. **Expected Results and Risks**: Discuss the expected outcomes based on the implementation plan, as well as potential risks and their mitigation strategies.