

# **Collaborating Centres for Health Promotion**

## **APACPH Progress Report**

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**Reporting Period: March 2018 to July 2018**

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## **Introduction**

“Collaborating Centres for Health Promotion” (hereafter as CCHP) was established in August 2017 within “Asia Pacific Academic Consortium for Public Health” (APACPH) to provide a mutual learning platform for enhancing capacity building and leadership in the field of health promotion.

CCHP identifies areas to build human capacity in the core competencies of health promotion and aims to strengthen capacity and knowledge of the health promotion workforce in the Asia Pacific Region by disseminating health promotion principles, strategies, practices, and spreading evidence-based measures in the region. Also, CCHP provides partnering institutions, including Australia, Indonesia, Japan, Malaysia, Singapore, Sri Lanka, Taiwan and Thailand, with training opportunities and technical support.

Therefore, CCHP planned a 7-day “Asia Pacific Health Promotion Capacity Building Workshop” scheduled to hold in October 28<sup>th</sup> to November 3<sup>rd</sup>, 2018 in Taiwan. The training workshop will invite health promotion related professionals in the region to join together. The objectives of the workshop as well as target populations are as follows (See more information in Appendix 1).

### **A. Objectives**

- To share and update public/global health knowledge, policy, services and best practices among health promotion workforce in the Asia Pacific Region
- To enhance professionalism and competence of health promotion workforce in the Region
- To provide a platform for discussing significant public health issues associated with health promotion capacity building in the region
- To establish an effective training model for regional academic and research capacity building in the field of health promotion

### **B. Target Participants**

We plan to invite 32-35 junior public health scholars and mid-to-upper-level public health officers who are in charge of non-communicable disease prevention and control, including 20 participants from Taiwan and 12-15 participants from other APACPH countries.

## Taiwan CCHP Training Modules and Activities

The training modules are a combination of project-based and team-based learning. Both trainers and trainees will bring their health promotion projects to the workshop for discussion. Workshop trainees will be required to complete assigned reading and submit an abstract for the health promotion project prior to the workshop. The lecturers/trainers will demonstrate core competencies for health promotion in a best practice project with a focus on the essential core competencies identified by the CCHP: program planning, implementation and evaluation; partnership building; and diversity and inclusiveness special for the Asia-Pacific region. The trainees will utilize what they learn from the trainers' presentations and group discussions to revise and refine their working projects. Details about the training activities are described as follows and illustrated in Table 1 Taiwan CCHP Training Program Schedule.

- Core Competency in Health Promotion Lectures: Three key trainers—Dr. Bruce Maycock, Curtin University, Australia; Dr. Wah Yun Low, University of Malaya, Malaysia; Dr. Masamine Jimba, The University of Tokyo, Japan—will demonstrate core competencies for health promotion with a focus on three core competencies in health promotion, the most essential ones identified by the CCHP. The demonstration time for each lecture is about 60 minutes.
- Case Experience Sharing: Additional nine trainers (See Table 2. Lists of CCHP Lecturers and Trainers) were invited from 5 APACPH countries to share a health promotion project and/or lead individual group discussions. Each trainer will present a national health-promotion-related project to demonstrate the important role of the three core competencies. The duration for each case section is about 10 minutes, followed by a 20-minute Q & A session.
- Individual Group Discussion: Taiwan CCHP Workforce will review Trainees' project abstracts and divide trainees into 4 groups (8-9 trainees per group). Trainees are required to improve their working project based on what they have learned from the workshop and encouraged to submit a case report for publication in an academic journal such as Asia Pacific Journal of Public Health.
- Presentation: Each group has 20 minutes to present 2 revised projects, followed by a 10-minute Q & A session. In the remaining 40 minutes, trainers will comment on the projects and learning through group dynamics.
- Field Teaching Visits: We plan to arrange Field Teaching Visits on the first day afternoon and the fourth day.
- Cultural Tour: We plan to arrange a cultural tour on the last day of the workshop.

## **CCHP Strategic Meetings and Workshop Training Module Development Meetings**

In order to form taskforce, develop training modules and materials, several strategic meetings and workshop training module development meetings were held including one held during APACHP Executive Council Meeting in Tokyo, Japan, in March 2018. In this Strategic meeting, CCHP workshop task force was formed by members of Taiwan CCHP and key lecturers of CCHP October Workshop. Thereafter, several meetings were held to develop and discuss training modules. Details about each meeting are listed below and described in details in Table 3. Summary of the CCHP Strategic Meetings and Workshop Training Module Development Meetings from March 2018 to July 2018.

- CCHP Strategic Meeting on March 30<sup>th</sup> 2018
- CCHP Training Module Development Meeting on May 3<sup>rd</sup> 2018
- CCHP Training Module Development Meeting on June 1<sup>st</sup> 2018
- CCHP Training Module Development Meeting on June 29<sup>th</sup> 2018
- CCHP Training Module Development Meeting on July 12<sup>th</sup> 2018
- CCHP Training Module Development Meeting on July 16<sup>th</sup> 2018
- CCHP Training Module Development Meeting on July 24<sup>th</sup> 2018

**Table 1. Taiwan CCHP Training Program Schedule**

Date/Time	Oct26	Oct27	Oct28-29	Oct30	Oct31	Nov1	Nov2	Nov3			
09:00-09:20			Global Health Forum	Opening Remark	Registration	Registration	Registration	Cultural Tour			
09:20-09:30				Group Photo	<b>Core competency 2: Partnership building competencies- (60 mins)</b> (Dr. Low, Malaysia)	<b>Individual Group Discussion</b> (4 groups)	<b>Field Teaching Visit</b> 1. NCD Health promotion organization in Taipei (TBD) 2. Health Promotion Organization in the central Taiwan (TBD) 3. Changhua Christian Hospital (TBD)				
09:30-12:30				<b>Core competency 1: Program planning, implementation, and evaluation- (60 mins)</b> (Dr. Maycock, Australia)					<b>Case experience sharing- (90 mins, 3 countries)</b> Taiwan (Dr. Wang), Thailand (Dr. Benjaponpitak), Singapore (Dr. Seng)	<b>Case experience sharing (90 mins, 3 countries)</b> Malaysia (Dr. Shauki), Sri Lanka (Karunathilake), Indonesia (Dr. Hadi),	
12:30-13:40				Lunch					<b>Core competency 3: Diversity and Inclusiveness- (60 mins)</b> (Dr. Jimba, Japan)	<b>Presentation</b> 1. Each group: 20-min presentation + 10-min Q&A. 2. Trainer-evaluation: 40 mins.	
13:40-17:00				<b>Field Teaching Visit</b> 1. Health Promotion Administration 2. National Health Insurance Administration (TBD)	<b>Case experience sharing (90 mins, 3 countries)</b> Thailand (Dr. Kalampakorn), Malaysia (Dr. Dahlui), Vietnam (Ms. Thanh)						
17:00-17:20				Lecturers' meeting	Trainers' meeting	Trainers' meeting					
Location				TMU Daan Campus B201-203	TMU Daan Campus B201-203	TMU Daan Campus B201-203					

**Table 2. List of CCHP Lecturers and Trainers**

Country	Trainers	Presentation title
Australia	<b>Dr. Bruce Maycock</b> <ul style="list-style-type: none"> <li>• Professor, School of Public Health, Curtin University</li> <li>• Secretary-General, APACPH</li> </ul>	Program planning implementation and evaluation
Japan	<b>Dr. Masamine Jimba</b> <ul style="list-style-type: none"> <li>• Director, Department of Community and Global Health, The University of Tokyo</li> <li>• President-elected, APACPH</li> </ul>	Diversity and Inclusiveness
Malaysia	<b>Dr. Wah-Yun Low</b> <ul style="list-style-type: none"> <li>• Professor, Research Management Centre, Faculty of Medicine, University of Malaya</li> <li>• 1<sup>st</sup> Vice-president, APACPH</li> </ul>	Partnership building competencies
	<b>Dr. Nor Izzah binti Hj. Ahmad Shauki</b> Director, Institute for Health Management, Ministry of Health, Malaysia	Case experience sharing
	<b>Dr. Maznah Binti Dahlui</b> <ul style="list-style-type: none"> <li>• Professor and Associate Dean, Faculty of Medicine, University of Malaya</li> <li>• Honorary secretary, APACPH</li> </ul>	Case experience sharing
Singapore	<b>Dr. Chia Kee Seng</b> Professor, Saw Swee Hock School of Public Health, National University of Singapore	Case experience sharing
Thailand	<b>Dr. Amporn Benjaponpitak</b> Director Bureau of Mental Health Bureau, Ministry of Public Health (Will not lead individual group discussions)	Case experience sharing
	<b>Dr. Surintorn Kalampakorn</b> Associate Professor, Faculty of Public Health	Case experience sharing
Sri Lanka	<b>Dr. Indika Karunathilake</b> <ul style="list-style-type: none"> <li>• Director, Medical Education Development and Research Centre, Faculty of Medicine, University of Colombo</li> <li>• 2<sup>nd</sup> Vice-president, APACPH</li> </ul>	Case experience sharing
Indonesia	<b>Dr. Hamam Hadi</b> Rector, Alma Ata University	Case experience sharing
Vietnam	<b>Vu Thi Cam Thanh</b> Official, Division of NCDs, General Department of Preventive Medicine, Ministry of Health (Will not lead individual group discussions)	Case experience sharing
Taiwan	<b>Dr. Ying-Wei Wang</b> Director-General, Health Promotion Administration (Will not lead individual group discussions)	Case experience sharing

**Table 3. Summary of the CCHP Strategic and Workshop Training Module Development Meetings from March 2018 to July 2018**

Date	Attendees	Discussion/Topics	Resolution
March 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Dr. Masamine Jimba, Professor, The University of Tokyo</li> <li>- Dr. Wah Yun Low, Professor, Malaya University</li> <li>- Dr. Bruce Maycock, Professor, Curtin University</li> <li>- Dr. Maznah Binti Dahlui, University of Malaya, Vice President Administration, APACPH</li> <li>- Dr. Chia Kee Seng, National University of Singapore, First Vice President, APACPH</li> <li>- Dr. Indika Karunathilake, University of Colombo, South Asia Regional Director, APACPH</li> <li>- Dr. Hung-Yi Chiou, Professor, Taipei Medical University</li> <li>- Dr. Betty Ya-Wen Chiu, Professor, Taipei Medical University</li> <li>- Dr. Li-Ling Huang, Assistant Professor, Taipei Medical University</li> </ul>	<ul style="list-style-type: none"> <li>• Core competencies identified in Taipei Statement</li> <li>• Evaluation summary from feedback of Business Meeting of Asian Pacific Health Promotion Capacity Building Forum and the 1<sup>st</sup> APACPH Taiwan Regional Conference</li> <li>• Future plan at Taiwan CCHP</li> <li>• Prioritize core competencies for health promotion capacity building</li> <li>• Roles of each site of CCHP in training material development</li> <li>• Proposed training module development task force</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Core Competencies in Health Promotion</b> : Review the evaluation of six dimensions of core competencies in health promotion collected from Business Meeting of Asian Pacific Health Promotion Capacity Building Forum in September 2017.</li> <li>• <b>Core Lecture Topic</b> : Identify the three core competencies for health promotion as our main focus of the CCHP workshop, including program planning, implementation and evaluation; partnership building competencies; special core competencies in Asia</li> <li>• <b>Workshop Task Force</b> : Form a task force for CCHP October workshop including members of Taiwan CCHP and workshop key lecturers.</li> <li>• <b>Workshop Training Models</b> : Project-based training and Train-the trainer model will be adopted to develop the workshop training materials and activities.</li> </ul>



<p>May 3<sup>rd</sup></p>	<ul style="list-style-type: none"> <li>- Dr. Masamine Jimba, Professor, The University of Tokyo</li> <li>- Dr. Hung-Yi Chiou, Professor, Taipei Medical University</li> <li>- Dr. Feng-Jen Tsai, Associate Professor, Taipei Medical University</li> <li>- Dr. Li-Ling Huang, Assistant Professor, Taipei Medical University</li> <li>- Dr. Po-Ya Chang, Postdoc, Taipei Medical University</li> <li>- Ms. Vivian Lin, Research Associate, Health Promotion Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Course Lecture Topic</li> <li>• Trainers Invitation</li> <li>• Trainees Recruitment</li> <li>• Training Module Development</li> <li>• Group Discussions Format</li> <li>• Pre-workshop Evaluation</li> <li>• Presentation</li> <li>• Final Workshop Products</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Core Lecture Topic</b> : Determine the three core competencies for health promotion as our main focus of the CCHP workshop, including program planning, implementation and evaluation; partnership building competencies; special core competencies in Asia-pacific region- Diversity and Inclusiveness. Taiwan’s Health Promotion Administration and Dr. Masamine Jimba will provide teaching materials as references for other lecturers.</li> <li>• <b>Trainers</b> : We are planning to invite Dr. Ying-Wei Wang, Director General of Health Promotion Administration; Dr. Masamine Jimba, Professor of University of Tokyo; Dr. Bruce Maycock, Professor of Curtin University; Dr. Wah-Yun Low, professor of Malaya University; and other health promotion related professors as our workshop trainers.</li> <li>• <b>Trainees</b> : Our target participants are 50 junior public health scholars and mid-to-upper-level public health officers in charge of non-communicable disease prevention and control, including 40 participants from Taiwan and 10 participants from other APACPH countries. Trainees from Taiwan will be recruited by Health Promotion Administration.</li> <li>• <b>Training Module</b> : Trainees will prepare and submit an abstract for a working project prior to the workshop, and are required to improve their working project based on what they have learned from the workshop.</li> <li>• <b>Group Discussions</b> : Taiwan CCHP Workforce will divide trainees into groups based on their background, expertise, project abstracts and self-evaluation forms. Each group will be led by trainers. During group discussions, trainees will share their experiences in developing and implementing project with each other under guidance of the trainers.</li> <li>• <b>Pre-workshop evaluation</b> : Trainees are required to complete assigned reading prior to the workshop, and complete a pre-workshop readiness assurance test.</li> <li>• <b>Presentation</b> : Trainees are required to present their revised project in the end of the workshop. They should demonstrate how they improve their project based on what they have learned from the workshop.</li> </ul>
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<p>June 1<sup>st</sup></p>	<ul style="list-style-type: none"> <li>- Ms. Vivian Lin, Research Associate, Health Promotion Administration</li> <li>- Ms. Chun-Jung Liao, Section Chief of Planning Division, Health Promotion Administration</li> <li>- Dr. Hung-Yi Chiou, Professor, Taipei Medical University</li> <li>- Dr. Betty Ya-Wen Chiu, Professor, Taipei Medical University</li> <li>- Dr. Li-Ling Huang, Assistant Professor, Taipei Medical University</li> <li>- Project Assistants</li> </ul>	<ul style="list-style-type: none"> <li>• Core Lecture Topics and Key Lecturers</li> <li>• Training Module</li> <li>• CCHP Training Program Schedule</li> <li>• How to recruit trainees?</li> </ul>	<p><b>A. Core Lecture Topic and Key Lecturers:</b></p> <ul style="list-style-type: none"> <li>• Core Competencies Lectures for Health Promotion</li> <li>- Program planning, implementation and evaluation—Dr. Bruce Maycock (3hrs)</li> <li>- Partnership building competencies—Dr. Wah Yun Low (2hrs)</li> <li>- Asia-Pacific regional diversity and inclusiveness—Dr. Masamine Jimba, (2hrs)</li> <li>• Case Experience Sharing presented by 8 lecturers, including three key lecturers (30mins/lecturer+20mins Q&amp;A)</li> </ul> <p><b>B. Training Module:</b></p> <ul style="list-style-type: none"> <li>• Pre-workshop Assigned Readings: Key lecturers will provide teaching materials and all lecturers will provide a project abstract prior to the workshop. These documents will be the reference of the pre-workshop assigned readings for trainees.</li> <li>• Individual Group Discussion: Trainees will be divided into 4-5 groups, each includes 2-3 trainees from other APACPH countries and 6-7 trainees from Taiwan. We plan to have three projects to discuss within each group, one project provided by foreign trainees and two provided by Taiwan trainees.</li> <li>• Presentation: Each group have an hour to present 1-2 revised projects. The format is a 10~15-minute project background presented by trainees, followed by lecturers' comments and revision strategy.</li> <li>• Final Product: Trainees are required to improve their working project based on what they have learned from the workshop and encouraged to submit a case report for publication in an academic journal such as Asia Pacific Journal of Public Health.</li> </ul> <p><b>C. Trainees Recruitment:</b> Foreign trainees will be recruited through the APACPH network. We plan to contact 4~5 countries in the Asia Pacific Region and recruit 1~2 junior public health scholars and mid-to-upper level public health officers from each country. There will be about 30 trainees from Taiwan, recruited by Health Promotion Administration.</p>
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			<p><b>D. Lecturers Meeting:</b> We plan to arrange lecturer meetings prior to the workshop in order to make sure that all lecturers are on the same page. The potential meeting dates are around Oct 28<sup>th</sup> ~29<sup>th</sup>.</p>
June 29 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Ms. Vivian Lin, Research Associate, Health Promotion Administration</li> <li>- Dr. Li-Ling Huang, Assistant Professor, Taipei Medical University</li> <li>- Project Assistants</li> </ul>	<ul style="list-style-type: none"> <li>• Whether to adopt “Team Based Learning” as CCHP workshop’s training strategy?</li> <li>• Ongoing training for same cohort of trainees</li> </ul>	<p><b>A. Training Module:</b> Adopt “Team Based Learning” as CCHP workshop’s training strategy.</p> <ul style="list-style-type: none"> <li>• Team Based Learning</li> <li>- Preparation before workshop: Trainees must complete assigned readings before the workshop.</li> <li>- Readiness assurance test: Students complete an individual readiness assurance test (IRAT). After submitting their individual answers, they take the same test, the team RAT (TRAT), with their team. As a team they use scratch cards (IF-AT cards), hoping to find a correct answer.</li> <li>- Appeals and Mini-lectures: During the group discussion session, trainees are encouraged to make appeals and lecturers will give immediate feedbacks (mini-lectures) to trainees.</li> </ul> <p><b>B. The same cohort of trainees</b></p> <p>Trainees who participate in this year’s workshop are members of the CCHP-three-year-project cohort. Trainees from other APACPH countries will assist the planning of CCHP workshop if they’re country is the organizer of next year’s workshop. Trainees from Taiwan who perform well this year will have a chance to participate in overseas workshops next year or the year after.</p>
July 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Dr. Ying-Wei Wang, Director general, Health Promotion Administration</li> <li>- Dr. Ran-Chou Chen, Deputy Director General, Health Promotion Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Training Module</li> <li>• CCHP Training Program Schedule</li> <li>• Trainee Recruitment</li> </ul>	<p><b>A. Training Module:</b></p> <ul style="list-style-type: none"> <li>• Lecture &amp; Case Experience Sharing: Reduce the time spent on lectures. The demonstration time for the three core competencies is about 40~50 minutes each, followed by case experience sharing presented by 7 trainers (other than key lecturers). The following case experience sharing must be related to the core competency presented earlier.</li> </ul>

	<ul style="list-style-type: none"> <li>- Dr. Yi-Jing Lin, Director, Planning Division, Health Promotion Administration</li> <li>- Ms. Vivian Lin, Research Associate, Health Promotion Administration</li> <li>- Ms. Chun-Jung Liao, Section Chief of Planning Division, Health Promotion Administration</li> <li>- Dr. Hung-Yi Chiou, Professor, Taipei Medical University</li> <li>- Dr. Betty Ya-Wen Chiu, Professor, Taipei Medical University</li> <li>- Dr. Li-Ling Huang, Assistant Professor, Taipei Medical University</li> <li>- Project Assistants</li> </ul>		<ul style="list-style-type: none"> <li>• Individual Group Discussion: Increase the time for trainees’ discussion, so that they can have more interactions with each other.</li> <li>• Site Visits: Increase the site visiting time to two days, including “Field Teaching Visits” and “Cultural Tour”.</li> </ul> <p><b>B. CCHP Training Program Schedule:</b></p> <ul style="list-style-type: none"> <li>• We plan to spend one day on “Program planning, implementation and evaluation” and one day on both “Partnership building competencies” and “Asia-Pacific regional diversity and inclusiveness”.</li> </ul> <p><b>C. Trainee Recruitment:</b></p> <ul style="list-style-type: none"> <li>• Trainees from Taiwan are preferred to be officers in charge of the New Southbound Policy.</li> <li>• Recruit 8-10 trainees from Taiwan Health Promotion Administration.</li> <li>• Recruit 10-12 trainees from Cities Department of Health, Non-governmental Organizations, and Ministry of Health and Welfare hospital.</li> </ul>
July 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Ms. Vivian Lin, Research Associate, Health Promotion Administration</li> <li>- Ms. Chun-Jung Liao, Section Chief of Planning Division, Health Promotion Administration</li> <li>- Dr. Hung-Yi Chiou, Professor, Taipei Medical University</li> </ul>	<ul style="list-style-type: none"> <li>• CCHP Training Program Schedule</li> <li>• Trainees from Other APACPH Countries</li> <li>• Project Abstract Format (Appendix 7)</li> </ul>	<p><b>A. Training Module &amp; Program Schedule:</b></p> <ul style="list-style-type: none"> <li>• Lecture: The demonstration time for the three core competencies is about 60 minutes each, including lecture and one case experience sharing, performed by key lecturers.</li> <li>• Case Experience Sharing: Each trainer will present a national health-promotion-related project to demonstrate the important role of the three core competencies. The duration for each case section is about 10 minutes, followed by a 20-minute Q &amp; A session.</li> <li>• Individual Group Discussion: The duration for Group discussion is about 3 hours.</li> </ul>

	<ul style="list-style-type: none"> <li>- Dr. Li-Ling Huang, Assistant Professor, Taipei Medical University</li> <li>- Project Assistants</li> </ul>		<p>4 groups, 8-9 trainees per group led by 2 lecturers.</p> <ul style="list-style-type: none"> <li>• Presentation: Each group has 20 minutes to present 2 revised projects, followed by a 10-minute Q &amp; A session. In the remaining 40 minutes, trainers will comment on the projects and learning through group dynamics.</li> <li>• Site Visits: We plan to arrange Field Teaching Visits on the first day afternoon and the fourth day.</li> <li>• Cultural Tour: We plan to arrange a cultural tour on the last day of the workshop.</li> </ul> <p><b>B. Trainees Recruitment:</b></p> <ul style="list-style-type: none"> <li>• Recruit 12-15 trainees from five APACPH countries, including Vietnam, Malaysia, Thailand, Indonesia, and Sri Lanka.</li> <li>• We prefer to recruit one scholar and one officer who skilled in non-communicable disease prevention and health promotion from each country.</li> </ul> <p><b>C. Project Abstract Format</b></p> <ul style="list-style-type: none"> <li>• Project Title</li> <li>• Project Background and Objectives</li> <li>• Target Population</li> <li>• Planning</li> <li>• Implementation</li> <li>• Assessment &amp; Evaluation</li> <li>• Challenge &amp; Barriers</li> </ul> <p><b>D. 2019 CCHP Workshop: Malaysia and Thailand will be potential countries to arrange next year's CCHP workshop.</b></p>
<p>July 24<sup>th</sup> Video conference</p>	<ul style="list-style-type: none"> <li>- Dr. Masamine Jimba, Professor, University of Tokyo</li> <li>- Dr. Wah Yun Low, Professor, Malaya University</li> </ul>	<ul style="list-style-type: none"> <li>• Core Lecture Topics and Key Lecturers</li> <li>• Training Module</li> <li>• Project Abstract Format</li> <li>• Final Product</li> </ul>	<p><b>A. Core Lecture Topics and Key Lecturers</b> We have come to a consensus with lecturers on course lecture topics.</p> <p><b>B. Training Module</b> The scope of health promotion is really wide. Resolved that we narrow down the topic. Topic is yet to be determined.</p>

	<ul style="list-style-type: none"> <li>- Dr. Bruce Maycock, Professor, Curtin University</li> <li>- Dr. Ying-Wei Wang, Director general, Health Promotion Administration</li> <li>- Dr. Ran-Chou Chen, Deputy Director General, Health Promotion Administration</li> <li>- Dr. Yi-Jing Lin, Director, Planning Division, Health Promotion Administration</li> <li>- Dr. Vivian Lin, Research Associate, Health Promotion Administration</li> <li>- Dr. Hung-Yi Chiou, Professor, Taipei Medical University</li> <li>- Dr. Li-Ling Huang, Assistant Professor, Taipei Medical University</li> <li>- Project Assistants</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop Evaluation</li> </ul>	<p><b>C. Project Abstract Format</b></p> <ul style="list-style-type: none"> <li>• All projects should try to address at least one or two core competencies. There will be instructions written, asking trainees to elaborate on “partnership building competencies” and “Asia–Pacific regional diversity and inclusiveness”.</li> <li>• Both trainees and lecturers need to submit the project abstract before early October.</li> </ul> <p><b>D. Final Product (Need Resolution)</b></p> <ul style="list-style-type: none"> <li>• Lecturers recommended that we collect 7-10 trainees’ case reports and compile them into a book/eBook form. By doing so, this book can be a valuable reference for future training workshops and that people from other countries who doesn’t participate in this workshop can utilize these case reports. Also, academic journals rarely take in case reports.</li> <li>• Dr. Wang suggested that many famous academic journals do publish case reports. Moreover, our workshop can collect many health promotion case reports and publish it as a case series, which is more unique.</li> </ul> <p><b>E. Workshop Evaluation</b></p> <ul style="list-style-type: none"> <li>• Trainees complete a pre-workshop assurance test, such as an on-line test on the CCHP website.</li> <li>• Get the baseline information of trainees’ recognition of the three core competencies prior to the workshop. Baseline information can be the foundation of our workshop’s evaluation—we would know how much they’ve grown after this workshop (Appendix 8).</li> <li>• Ask all trainees and lecturers to complete a post-workshop evaluation questionnaire.</li> </ul>
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## Parallel Conferences Organized by Taiwan CCHP

Taiwan CCHP organized three parallel conferences, one in the 6th Asia Health Literacy Association International Health Literacy Conference held in Taichung, Taiwan, another in the 50<sup>th</sup> APACPH Annual Meeting in Sabah, Malaysia, and the other in the Global Health Forum in Taipei, Taiwan. Conference information including speakers and talk topics is shown as below:

### A. Asia-Pacific Academic Consortium for Public Health Conference

Parallel Session 6: Health Promotion & Capacity Building

Date and Time: Sep 12th 10:30-12:30

Plenary Session 4: Community Empowerment-Knowledge Transfer

Date and Time: Sep 14th 9:00-11:00

Location: Sabah, Malaysia

Health Promotion & Capacity Building				
Time	Host/Speaker	Name	Title	Presentation Title
Sep. 12 <sup>th</sup> , 10:30-12:30	Speaker	Dr. Ying-Wei Wang	Director-General, Health Promotion Administration	Health Promotion & Capacity Building : Investing in Organizational Capacity Building for Chronic Disease Prevention
	Speaker	Dr. Bruce Maycock	Professor, School of Public Health, Curtin University	Building Capacity for Global, National and Local Health Promotion.
	Speaker	Dr. Li-Ling Huang	Professor, School of Public Health, Taipei Medical University	Develop National Capacity for Tobacco Control: Experience from Taiwan
	Speaker	Dr. Wah-Yun Low	Professor, Research Management Centre, Faculty of Medicine, University of Malaya	Partnerships in Health Promotion: The Malaysian Experience
Sep. 14 <sup>th</sup> , 09:00-11:00	Speaker	Dr. Ying-Wei Wang	Director-General, Health Promotion Administration	Community Empowerment-Taiwan Experience

**B. 6<sup>th</sup> Asia Health Literacy Association (AHLA) International Health Literacy Conference: A Health Literate Asia and Beyond**

Parallel Session 9: Health Literacy in Global Health

Date and Time: Oct 27th 09:00-12:00

Location: Taichung City Government, Taiwan

Health Literacy in Global Health				
Time	Host/Speaker	Name	Title	Presentation Title
09:00-12:00	Host	Dr. Hung-Yi Chiou	Professor, School of Public Health, Taipei Medical University	
	Speaker	Dr. Masamine Jimba	Director, Department of Community and Global Health, The University of Tokyo	How to promote a health literate society—Experience from Japan
	Speaker	Dr. Wah-Yun Low	Professor, Research Management Centre, Faculty of Medicine, University of Malaya	How to promote a health literate society—Experience from Malaysia
	Speaker	Dr. Bruce Maycock	Professor, School of Public Health, Curtin University	How to promote a health literate society—Experience from Australia
	Speaker	Dr. Tuyen V. Duong	Postdoctoral Research Fellow, School of Nutrition and Health Sciences, Taipei Medical University	Health literacy, health care utilization and cost across the globe



### C. Global Health Forum in Taiwan: Resilience “New Challenge and Opportunities for Global Health”

Parallel Session7: Health Promotion on Non-Communicable Disease (NCD)

Date and Time: Oct 29th 13:30-17:50

Location: Howard Civil Service International House, Taipei City, Taiwan


Health Promotion on Non-communicable Disease( NCD)				
Time	Host/Speaker	Name	Title	Presentation Title
13:30-15:30	Host	Dr. Hung-Yi Chiou	Professor, School of Public Health, Taipei Medical University	
	Speaker	Dr. Tung-Liang Chiang	Professor, School of Public Health, National Taiwan University	Health Promotion on Non-Communicable Diseases: Life Course Perspective
	Speaker	Dr. Masamine Jimba	Director, Department of Community and Global Health, The University of Tokyo	Global/Asia Pacific Region Health promotion overview
	Speaker	Dr. Bruce Maycock	Professor, School of Public Health, Curtin University	Health promotion strategy on NCD—Australian Experience
15:30-15:50	Break			
15:50-17:50	Host	Dr. Betty Ya-Wen Chiu	Professor, Master Program in Global Health and Development, Taipei Medical University	
	Speaker	Dr. Li-Ling Huang	Assistant Professor, Master Program in Global Health and Development, Taipei Medical University	Tobacco Control for Sustainable Development Goals: Ensuring a Healthy Generation
	Speaker	Dr. Wah-Yun Low	Professor, Research Management Centre, Faculty of Medicine, University of Malaya	Community Health Promotion program on NCD—Malaysia Experience
	Speaker	Dr. Kee Seng Chia	Professor, Saw Swee Hock School of Public Health, National University of Singapore	Health Promotion on Diabetes Mellitus—Singapore Experience
	Discussion			

## Time Table

Work items \ Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meetings with Health Promotion Administration director and staff									
Recruit project assistants									
Operating Collaborating Centres for Health Promotion (CCHP)									
Build a program planning team									
CCHP workshop trainers' invitation and transportation reservation, workshop training program planning									
CCHP workshop trainees' (from other APACPH countries) recruitment and transportation reservation, CCHP website									
CCHP workshop trainees' (from Taiwan) recruitment and invitation									
CCHP workshop preparation: synthesize teaching materials, location reservation, and work arrangements									
Hold a one week health promotion capacity building workshop									
CCHP workshop evaluation									
Final report									

## Appendices

### Appendix 1: Asia Pacific Health Promotion Capacity Building Workshop Information Sheet



# ASIA PACIFIC HEALTH PROMOTION CAPACITY BUILDING WORKSHOP


Collaborating Centres for Health Promotion, Taiwan

October 28<sup>th</sup> – November 3<sup>rd</sup> 2018, Taipei, Taiwan

“Collaborating Centres for Health Promotion” (hereafter as CCHP) was established in August 2017 within “Asia Pacific Academic Consortium for Public Health” (APACPH) to provide a mutual learning platform for enhancing capacity building and leadership in the field of health promotion.

CCHP identifies areas to build human capacity in the core competencies of health promotion and aims to strengthen capacity and knowledge of the health promotion workforce in the Asia Pacific Region by disseminating health promotion principles, strategies, practices, and spreading evidence-based measures in the region. Also, CCHP provides partnering institutions, including Australia, Indonesia, Japan, Malaysia, Singapore, Sri Lanka, Taiwan and Thailand, with training opportunities and technical support.

Therefore, we schedule a 7-day “Asia Pacific Health Promotion Capacity Building Workshop” and invite health promotion related professionals in the region to join together.



## OBJECTIVES

- A. To share and update public / global health knowledge, policy, services and best practices among health promotion workforce in the Asia Pacific region.
- B. To enhance professionalism and competence of health promotion workforce in the region.
- C. To provide a platform for discussing significant public health issues associated with health promotion capacity building in the region.
- D. To establish an effective training model for regional academic and research capacity building in the field of health promotion.

## TARGET PARTICIPANTS

35 junior public health scholars and mid-to-upper-level public health officers in charge of non-communicable disease prevention and control, including 20 participants from Taiwan and 15 participants from other APACPH countries.

## DATES

- A. October 28-29, 2018: Global Health Forum in Taiwan
- B. October 30 to November 1, 2018: Training course and activities
- C. November 2-3, 2018: Field teaching visits in public health administrations and cultural tours

## TRAINING MODEL AND ACTIVITIES

- A. Project-based model: Workshop trainees complete required reading and submit an abstract for a health promotion project prior to the workshop. The lecturers/trainers demonstrate core competencies for health promotion in a best practice project with a focus on the essential core competencies identified by the CCHP: program planning, implementation and evaluation; partnership building; and diversity and inclusiveness special for the Asia-Pacific region.
- B. Group discussions: Trainees are divided into groups for discussions led by the trainers.
- C. Presentation and dissemination: Trainees are required to improve their working projects based on what they have learned from the workshop. Trainees will have a chance to present their projects at the workshop and are encouraged to submit a case report for publication in an academic journal after the workshop.

## LOCATIONS AND PARTNERS

The Workshop will be held at Taipei Medical University in Taiwan and run in collaboration with CCHP partnering institutions from APACPH countries, including Australia, Indonesia, Japan, Malaysia, Singapore, Sri Lanka, Thailand and Vietnam.

## CONTACT INFORMATION

### Taiwan CCHP

Name: Dr. Liling Huang  
Address: Taipei Medical University  
12th Fl., 172-1 Keelung Rd., Sec. 2, Taipei 10675, Taiwan  
Email: huangl@tmu.edu.tw  
Phone: +886-2-6638-2736 Ext. 1284

Name: Ms. Ying Chieh, Liu  
Address: Health Promotion Administration  
36 Tacheng Street, Taipei 10341, Taiwan  
Email: anita@hpa.gov.tw  
Phone: +886-2-2522-0888 Ext. 544





## Appendix 2: CCHP Strategic Meeting Agenda in Tokyo on March 30<sup>th</sup> 2018

### Collaborating Centres for Health Promotion (CCHP) Strategic Meeting

Location: Ito International Research Center, The University of Tokyo

Attendees:

Dr. Masamine Jimba, Tokyo University, President, APACPH

Dr. Wah-Yun Low, University of Malaya, President-Elect, APACPH

Dr. Bruce Maycock, Curtin University, Secretary-General, APACPH

Dr. Maznah Binti Dahlui, University of Malaya, Vice President Administration, APACPH

Dr. Chia Kee Seng, National University of Singapore, First Vice President, APACPH

Dr. Indika Karunathilake, University of Colombo, South Asia Regional Director, APACPH

Dr. Hung-Yi Chiou, Taipei Medical University, Vice President Finance, APACPH

Dr. Ya-Wen Betty Chiu, Taipei Medical University, Taiwan Regional Director, APACPH

Dr. Li-Ling Huang, Taipei Medical University

Date and Time	Agenda Items
<b>March 30, 2018</b>	
13:00-13:10	<ol style="list-style-type: none"> <li>1. <b>Introduction of strategic meeting objectives and attendees</b></li> <li>2. <b>Core competencies identified in Taipei Statement</b></li> <li>3. <b>Evaluation summary from feedback of Business Meeting of Asian Pacific Health Promotion Capacity Building Forum and the 1<sup>st</sup> APACPH Taiwan Regional Conference</b> <ul style="list-style-type: none"> <li>• Health Promotion Training Priority Questionnaire</li> </ul> </li> <li>4. <b>Future plan at Taiwan CCHP</b> <ul style="list-style-type: none"> <li>• 2018 Plan: Strategic meetings, pre-conference workshops, Taipei October workshop</li> <li>• 2019 Plan: Send Taiwanese public health officers, researchers and junior health professionals to other sites of CCHP to receive training</li> </ul> </li> </ol>
13:10-13:45	<ol style="list-style-type: none"> <li>1. <b>Prioritize core competencies for health promotion capacity building</b> <ul style="list-style-type: none"> <li>• <b>Matching core competencies between evaluation outcomes and Taipei Statement</b></li> </ul> </li> <li>2. <b>How to develop workshop training modules/structure and materials?</b> <ul style="list-style-type: none"> <li>• Existing modules/materials from current sites of CCHP</li> <li>• Existing modules/materials from other regional CCHP (European, American CCHP, etc.)</li> </ul> </li> <li>3. <b>Roles of each site of CCHP in training material development</b></li> </ol>

- **Option 1:** Each site of CCHP choose to develop one or two of core competencies and implement a workshop at each site for the **chosen** core competencies at the site
- **Option 2:** Each site of CCHP choose to develop one or two of core competencies and implement a workshop for the **entire** core competencies at one site.
- **Alternative options?**

4. **Proposed training module development task force**

- **Form several working groups based on expertise and strengths**
- **Task force members:**
  - Dr. Masamine Jimba,
  - Dr. Wah-Yun Low
  - Dr. Bruce Maycock
  - Dr. Maznah Binti Dahlui
  - Dr. Chia Kee Seng
  - Dr. Indika Karunathilake
  - Dr. Hung-Yi Chiou
  - Dr. Ya-Wen Betty Chiu
  - Dr. Li-Ling Huang
  - Other, please recommend \_\_\_\_\_

13:45-13:55	<b>Conclusions and Next Steps</b>
13:55-14:00	<b>Next Meeting Schedule and Agendas</b>

Please write down the **resources available** in your CCHP, university, or institute similar to CCHP and which core competencies your institute is proficient in developing (**please identify one or two core competencies**). Please also email your responses to Taipei CCHP at [huangl@tmu.edu.tw](mailto:huangl@tmu.edu.tw) to ensure our CCHP staff receive all your valuable suggestions.

Thank you very much for your active participation and resources sharing!

Name: \_\_\_\_\_ CCHP/Institute: \_\_\_\_\_

### Appendix 3: Invitation Letter



Dr. Masamine Jimba,  
Department of Community and Global Health  
Graduate School of Medicine  
The University of Tokyo  
7-3-1 Hongo, Bunkyo-ku  
Tokyo, 113-0033, Japan  
June 11th, 2018

Dear Dr. Masamine Jimba,

As discussed in Collaborating Centres for Health Promotion (CCHP) Strategic Meeting in Tokyo in March, Taiwan CCHP will hold the Asia Pacific Health Promotion Capacity Building Workshop on **October 30<sup>th</sup> to November 3<sup>rd</sup>, 2018** and invite you as a Key Lecturer and Group Discussion Facilitator. The training program will take place at Taipei Medical University, Taiwan. Your participation and expertise sharing will greatly benefit our participants. We appreciate that you have accepted our invitation to help enhance core competencies among health promotion workforce in the Asia Pacific region.

As a Key Lecturer, you will talk about one of the three most essential core competencies for health promotion identified in CCHP Strategic Meeting and present a health promotion project with a focus on non-communicable disease (NCD) prevention and control from your country. The presentation duration is about 50 minutes including 15-20 minutes for discussion. The project you choose to present can either be a successful one or a failure to demonstrate the important role of the three core competencies of health promotion: Program planning, implementation and evaluation, Partnership building competencies, and Diversity and Inclusiveness. Your presentation should also include key components for the successful case or the weaknesses identified from the failure case. As we have individual group discussion daily, we would like you to lead and facilitate group discussions and assist our participants to revise their working projects. All participants are required to submit their working projects prior to the training program and revise their working projects through collaborative efforts during those four days of training. The final presentation will be held on the fourth day (Nov.2<sup>nd</sup>) and each group will present their own working project. The Group Discussion Facilitator will give a brief summary and feedback after the final presentation. The last day will be workshop evaluation and site visits to the public health administrations.

We kindly ask you to be present at all time during the four-day training as your full participation will tremendously benefit our participants and maximize the training program's success.

Meanwhile, if you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Hung-Yi Chiou, PhD, MS  
Distinguished Professor and Director  
Master Program in Applied Molecular Epidemiology, College of Public Health  
Taipei Medical University  
Email: hychiou@tmu.edu.tw  
Phone: +886-2-2736-1661 Ext. 6512



## Appendix 4: Taiwan CCHP Training Module Development Meeting Minutes

<b>Taiwan CCHP Training Module Development Meeting Minutes</b>	
<b>Project</b>	<b>Collaborating Centres for Health Promotion-- Asia Pacific Health Promotion Capacity Building Workshop</b>
<b>Purpose</b>	<b>CCHP Training Module and Material Development Discussion</b>
<p>Date and Time : May 3<sup>rd</sup>, 2018, 14 : 00-16 : 00</p> <p>Location : Taipei Medical University Instruction Building, Seventh Floor, Conference Room 2</p> <p>Attendees :</p> <p><b>Dr. Hung-Yi Chiou</b>, Professor, Taipei Medical University</p> <p><b>Dr. Masamine Jimba</b>, Professor, The University of Tokyo</p> <p><b>Ms. Vivian Liu</b>, Research Associate, Planning Division, Health Promotion Administration</p> <p><b>Ms. Ying-Chieh Liu</b>, Assistant Health Promotion Administration, Ministry of Health and Welfare</p> <p><b>Dr. Li-Ling Huang</b>, Assistant Professor, Taipei Medical University</p> <p><b>Dr. Feng-Jen Tsai</b>, Associate Professor, Taipei Medical University</p> <p><b>Dr. Li-Ling Huang</b>, Assistant Professor, Taipei Medical University</p> <p><b>Dr. Po-Ya Chang</b>, Postdoctoral Research Fellow, Taipei Medical University,</p>	
<b>Discussion/Topics</b>	
<p>A. <b>Core Lecture Topic</b> : Identify the three core competencies for health promotion as our main focus of the CCHP workshop, including program planning, implementation and evaluation; partnership building competencies; special core competencies in Asia-pacific region- Diversity and Inclusiveness. Taiwan's Health Promotion Administration and Dr. Masamine Jimba will provide teaching materials as references for other lecturers.</p> <p>B. <b>Trainers</b> : We are planning to invite Dr. Ying-Wei Wang, Director General of Health Promotion Administration; Dr. Masamine Jimba, Professor of University of Tokyo; Dr. Bruce Maycock, Professor of Curtin University; Dr. Wah-Yun Low, professor of Malaya University; and other health promotion related professors as our workshop trainers.</p> <p>C. <b>Trainees</b> : Our target participants are 50 junior public health scholars and mid-to-upper-level public health officers in charge of non-communicable disease prevention and control, including 40 participants from Taiwan and 10 participants from other APACPH countries. Trainees from Taiwan will be recruited by Health Promotion Administration.</p> <p>D. <b>Training Module</b> : Trainees will prepare and submit an abstract for a working project prior to the workshop, and are required to improve their working project based on what they have learned from the workshop.</p> <p>E. <b>Group Discussions</b> : Taiwan CCHP Workforce will divide trainees into groups based on their background, expertise, project abstracts and self-evaluation forms. Each group will be led by trainers. During group discussions, trainees will share their experiences in developing and implementing project with each other under guidance of the trainers.</p> <p>F. <b>Pre-workshop evaluation</b> : Trainees are required to complete assigned reading prior to the workshop, and complete a pre-workshop readiness assurance test.</p>	

- G. **Presentation** : Trainees are required to present their revised project in the end of the workshop. They should demonstrate how they improve their project based on what they have learned from the workshop.
- H. **Final workshop product** : Trainees are encouraged to submit case reports for publication in an academic journal such as Asia Pacific Journal of Public Health. Trainees from Taiwan who perform well this year will have a chance to participate in overseas workshops next year or the year after. Potential training institutes are Malaysia Health Promotion Center, National University of Singapore, University of Malaya, Mahidol University, and Health Promotion Centers from other APACPH countries.

## Appendix 5: CCHP Training Module Meeting Agenda on July 24<sup>th</sup>

### Taiwan CCHP Training Module Development Meeting

- ◆ **Date and Time: July 24th, 2018, 13:00-14:00 (Taipei Time)**
- ◆ **Location: Video Conference at Health Promotion Administration**
- ◆ **Software: Zoom, ID: 833-454-2113**
- ◆ **Attendees:**
  - **Dr. Ying-Wei Wang**, Director General, Health Promotion Administration, Ministry of Health and Welfare
  - **Dr. Ran-Chou Chen**, Deputy Director General, Health Promotion Administration
  - **Dr. Yi-Jing Lin**, Director, Planning Division, Health Promotion Administration
  - **Ms. Vivian Liu**, Research Associate, Planning Division, Health Promotion Administration
  - **Dr. Masamine Jimba**, Professor, The University of Tokyo
  - **Dr. Wah Yun Low**, Professor, Malaya University
  - **Dr. Bruce Maycock**, Professor, Curtin University
  - **Dr. Hung-Yi Chiou**, Professor, Taipei Medical University
  - **Dr. Betty Ya-Wen Chiu**, Professor, Taipei Medical University
  - **Dr. Li-Ling Huang**, Assistant Professor, Taipei Medical University
  - **Project Assistants**

#### Agenda Items

5. **Introduction of Meeting Objectives and Attendees**
6. **Course Lecture Topic and Lecturer**
  - **Core Competencies for Health Promotion (including a health promotion project case, 60 minutes/lecturer)**
    - ◆ **Program Planning, Implementation and Evaluation instructed by Dr. Maycock**
    - ◆ **Partnership Building Competencies instructed by Dr. Low**
    - ◆ **Asia-Pacific Regional Diversity and Inclusiveness instructed by Dr. Jimba**
  - **Case Experience Sharing presented by 8 lecturers (10 minutes/lecturer + 20-minute Q&A)**
7. **Training Module (Team-Based Learning)**
  - **Pre-workshop Learning Activities**
    - ◆ **Reading Preparation (Assigned Readings)**
    - ◆ **Individual Readiness Assurance Test (Readiness Assurance)**
  - **Workshop Learning Activities**
    - ◆ **Core Competency Lectures and Case Experience Sharing**
    - ◆ **Individual Group Discussions and Presentation (Application Activities): (4 groups, 8-9 trainees per group led by 2 lectures)**

## **8. Project Abstract Format**

- **Project Title**
- **Project Background and Objectives**
- **Target Population**
- **Planning**
- **Implementation**
- **Assessment & Evaluation**
- **Challenge & Barriers**

## **9. Timetable**

- **Finalize training modules/materials including assigned readings**
- **Recruit trainees**
- **Trainees and lecturers to submit written project abstracts**
- **Taiwan CCHP Workforce to review Trainees' project abstracts and divide trainees into 4 groups (8-9 trainees per group):**
  - ◆ **Grouping Strategies**
    - **Differentiate Trainees for diverse learning needs (Pre-survey of trainees' individual learning needs)**
    - **Differentiate Trainees by the characteristics of individual project abstracts**

## **10. Training Workshop Report/ Final Product**

- **CCHP workforce publishes a Taiwan CCHP Training Report that includes executive summary, CCHP workshop objectives, program schedule, modules/syllabuses, pre-workshop assigned reading materials, lecture slides, trainees' finalized/revised project reports, and workshop evaluation**
- **Trainees submit case reports to APJPH**
- **CCHP workforce submits an academic article that evaluates the effectiveness of workshop training model**

## **Conclusions and Next Steps**

## **Next Meeting Schedule and Agendas**

## Appendix 6: July 24<sup>th</sup> CCHP Training Module Meeting Minutes

### Taiwan CCHP Training Module Development Meeting Minutes

**Purpose** | Discuss CCHP training module, project abstract format, and workshop evaluation.

Date and Time : July 24<sup>th</sup>, 2018, 13:00-14:00 (Taipei Time)

Location : Video Conference at Health Promotion Administration (ZOOM)

Attendees :

**Dr. Ying-Wei Wang**, Director General, Health Promotion Administration, Ministry of Health and Welfare

**Dr. Ran-Chou Chen**, Deputy Director General, Health Promotion Administration

**Dr. Yi-Jing Lin**, Director, Planning Division, Health Promotion Administration

**Ms. Vivian Liu**, Research Associate, Planning Division, Health Promotion Administration

**Dr. Masamine Jimba**, Professor, The University of Tokyo

**Dr. Wah Yun Low**, Professor, Malaya University

**Dr. Bruce Maycock**, Professor, Curtin University

**Dr. Hung-Yi Chiou**, Professor, Taipei Medical University

**Dr. Betty Ya-Wen Chiu**, Professor, Taipei Medical University

**Dr. Li-Ling Huang**, Assistant Professor, Taipei Medical University

**Project Assistants**

#### **Actions/Discussions**

##### **A. Training Module :**

1. Due to the large scope of health promotion, we narrowed down the topic to non-communicable disease prevention, which includes lifestyle and chronic disease management. We will decide the topic after we confirm the list of trainees.
2. We had come to a consensus with lecturers on course lecture topics and the training modules.  
Finalizing the list of trainees is the first priority. To know who the participants are, where they work, what their projects are, and how much they know about the three core competencies will help lectures to prepare relevant teaching materials.

##### **B. Project Abstract Format**

1. We will ask lecturers to review the project abstract format and provide edits and comments.
2. All projects should try to address at least one or two core competencies. There will be instructions written, asking trainees to elaborate on “partnership building competencies” and “Asia–Pacific regional diversity and inclusiveness”.
3. Both trainees and lecturers must submit a project abstract before early October.

**C. Training Workshop Final Product**

1. Lecturers recommended that we collect 7-10 trainees' case reports and compile them into a book/eBook form. By doing so, this book can be a valuable reference for future training workshops and people from other countries who do not participate in this workshop can utilize these case reports. Also, academic journals rarely take in case reports.
2. Dr. Wang suggested that many famous academic journals do publish case reports. Moreover, our workshop can collect many health promotion case reports and publish it as a case series, which is more unique.

**D. Training Workshop Evaluation**

1. Trainees will complete a pre-workshop readiness assurance test, such as an on-line test on the CCHP website. This test will help lecturers understand trainees' state of preparation.
2. Get the baseline information of trainees' recognition of the three core competencies prior to the workshop. Baseline information can be the foundation of our workshop's evaluation—we would know how much they've grown after the training.
3. Both trainees and lecturers must complete a post-workshop evaluation questionnaire.

**Action items and agendas for the next meeting:**

1. Finalize the list of trainees.
2. Revise the format of project abstract according to lecturers' suggestions. Will confirm the final version of the abstract format in the next meeting.
3. Set a timetable for lecturers and trainees' project abstract submission, assigned reading ready for trainees, pre-workshop assessment/evaluation survey, readiness assurance test, etc.
4. Plan and develop pre- and post-workshop assessment/evaluation and readiness assurance test.
5. Discuss the form of the final product—whether to publish a case series in academic journals or collect case reports into a book form.
6. Narrow down the topic of the workshop after we confirm the list of trainees.
7. Develop semi-structured group discussion and presentation formats including grouping strategies.
8. Plan ahead for the next year' workshop—ongoing training for same cohort of trainees

## **Appendix 7: Project Abstract Format**

### **CCHP Workshop Project Abstract Format**

#### **Instructions for Lecturers:**

In order to maximize trainees' learning, please provide a project abstract for your case experience that you will share in the workshop. Your abstract will be part of assigned reading that trainees are required to complete prior to the workshop.

#### **Instructions for Trainees:**

In order to maximize your learning by tailoring the training course to your needs and allowing you to apply your own working experience, we would like you to bring a health promotion related project that you are currently working on or plan to develop to the workshop for discussion and improvement. The goal of our workshop is to help you improve your working project based on what you have learned from the workshop. Our workshop taskforce will encourage and help you to submit a case report for publication in a journal or book after the workshop.

Please complete a one-page project abstract that describes your role in the project, the institution or organization where you work and what the project is about (no more than 2 pages). You may partner up with 1 or 2 other trainees to work on the project if possible. Your project abstract should include the subtitles as indicated in this instructions. For trainees, your project abstract serves as an ongoing working assignment, so you may provide 50%-80% of activities in your abstract prior to the workshop and complete the project assignment after the workshop. Your project can be very specific, part of a program that focuses on partnership building and regional diversity and inclusiveness, not necessarily an entire program. In the end of the training you will have a chance to present your project at the workshop, so please get prepared for giving a Powerpoint presentation in which you gel with the contents of what you have learned about all the necessary skills from the workshop.

**Deadline: Please submit your abstract by September 28th, 2018.**

## Abstract subtitles

- ◆ Trainee/lecturer's name and institution/organization
- ◆ Project focus: NCD/lifestyle/chronic disease management (Others: )
- ◆ Project title
- ◆ Project background and objectives
- ◆ Target population
- ◆ Assessment
- ◆ Planning
- ◆ Implementation
- ◆ Evaluation
- ◆ Partnership building already done and required more for the project, if any (leave blank if not applicable to the project)
- ◆ Diversity and inclusiveness issues already considered and need to be more considered, if any (leave blank if not applicable to the project)
- ◆ Key challenges & barriers
- ◆ Expectations (**for trainees only**, please indicate what you want to learn and gain from the workshop)



## Appendix 8: Health Promotion Core Competencies Self Evaluation Questionnaire

Your nationality :      Taiwan              Others

### Health Promotion Core Competencies Self Evaluation Questionnaire

Empowering health promotion workers are important for a healthier society. In order to gauge needs in training for health promotion core competencies, please circle your responses to each item that you feel most accurately describe the level of your competency, and provide your additional evaluation and/or comments to the right of each section.

Please indicate your perception of your level of competencies in each area using the following scale:

5 = High level of competence - extensive experience in the skill area

4 = Moderately high level of competence - good experience in the skill area

3 = Average level of competence – some experience in the skill area

2 = Low level of competence – little experience in the skill area

1 = No level of competence – no experience in the skill area

No	Statement						Comments
<b>1. Program planning, implementation and evaluation competencies</b>							
1.1	Needs (or situational) assessment competencies	1	2	3	4	5	
1.2	Program planning competencies	1	2	3	4	5	
1.3	Competencies for planning evidence-based strategies	1	2	3	4	5	
1.4	Evaluation and research competencies	1	2	3	4	5	
<b>2. Partnership building competencies</b>							

2.1	Identify partners within and outside the health sector that could determine or enhance the success of health promotion efforts	1	2	3	4	5
<b>3.2 Special core competencies in Asia-pacific region- Diversity and Inclusiveness</b>						
3.1	Develop effective partnerships with key stakeholders, gatekeepers, and target group representatives	1	2	3	4	5
2.3	Recognize the diversity in languages, religion, ethnicity and social-economic status in the region	1	2	3	4	5
	Establish appropriate partnerships with relevant organizations and agencies and facilitate collaborative action	1	2	3	4	5
3.2	Apply cultural-sensitive practices in planning programs	1	2	3	4	5
3.3	Recognize the importance of active participation in communication and practice	1	2	3	4	5
3.4	Demonstrate self-confidence in communication and practice	1	2	3	4	5
<b>4. Communication and report writing competencies</b>						
4.1	Write reports for a variety of audiences and purposes including papers for peer reviewed journals, in-house reports, program plans and program update reports	1	2	3	4	5
4.2	Write for professional audiences	1	2	3	4	5
4.3	Write for lay audiences	1	2	3	4	5
4.4	Write submissions, grants or applications for funding	1	2	3	4	5
4.5	Write for newspapers including media releases	1	2	3	4	5

4.6	Apply interpersonal skills (negotiation, team work, motivation, conflict management, decision making, and problem solving skills)	1	2	3	4	5
4.7	Facilitate meetings	1	2	3	4	5
4.8	Debate health-related issues using evidence-based arguments	1	2	3	4	5
4.9	Give presentations on health promotion programs or topics at workshops or conferences	1	2	3	4	5
4.10	Interpret information for professional, non- professional and community audiences	1	2	3	4	5
4.11	Use current technology to communicate effectively	1	2	3	4	5
<b>5. Technology competencies</b>						
5.1	Operate a computer, word processing and email systems	1	2	3	4	5
5.2	Use software for footnotes, endnotes, and other report layout requirements	1	2	3	4	5
5.3	Manage database and spreadsheet applications	1	2	3	4	5
5.4	Use the internet as a work tool	1	2	3	4	5
5.5	Use technology based systems to identify and review the literature	1	2	3	4	5

5.6	Operate audiovisual and multimedia equipment	1	2	3	4	5	
<b>6. Knowledge competencies</b>							
6.1	The following concepts: definition of health and health promotion, inequalities and inequities in health including the concept of the social gradient and relevance to practice, the action areas for health promotion, as well as the determinants of health (biological, behavioral and socio-environmental)	1	2	3	4	5	
6.2	Of the biomedical, behavioral and socio-environmental models of health and their relevance to health promotion practice in general and needs assessment in particular	1	2	3	4	5	
6.3	The history and development of health promotion (including Alma Ata 1978, Ottawa Charter 1986, Sundsvall Statement 1991, Jakarta Declaration 1997, Mexico Ministerial Statement 2000, and the Bangkok Charter 2005)	1	2	3	4	5	
6.4	The health promotion principles of practice: evidence-based practice, equity, multidisciplinary knowledge base, intersectoral collaboration, population health approach, multi-strategic interventions, effective partnerships, cultural competence	1	2	3	4	5	
6.5	Stages of program planning, strategy selection, implementation, evaluation and sustainability of programs	1	2	3	4	5	
6.6	Relevant theories and models of behavior change, social and political change, social marketing, organizational development	1	2	3	4	5	
6.7	Health promotion strategies to promote health – health education, advocacy,	1	2	3	4	5	

	lobbying, media campaigns, community development processes, policy development, legislation					
6.8	Quantitative and qualitative evaluation methods and uses	1	2	3	4	5
6.9	Descriptive statistics and basic epidemiology definitions and concepts	1	2	3	4	5
6.10	Literature searching and critical analysis; how to access peer reviewed journals from a variety of relevant disciplines such as health promotion, public health, social sciences, public policy, communication, media and organizational change disciplines	1	2	3	4	5
6.11	The Australian health system and broader systems that impact on health	1	2	3	4	5
6.12	The use of policy in promoting and maintaining the health of populations	1	2	3	4	5
6.13	Effective interpersonal, group and public communication and effective written and oral communication and media strategies	1	2	3	4	5
6.14	Resource development and pre-testing resources	1	2	3	4	5