

QUALITY PRESCHOOL FOR GHANA (QP4G) STUDY

BASELINE II: CAREGIVER SURVEYOR TRAINING

Organized by

IPA-Ghana and NYU-New York

IPA, Accra

3rd - 4th November 2015

Training Objectives

By the end of this training, participants will be able to:

- a. State roles, responsibilities and expectations for their involvement in the survey.
- b. Understand the caregiver survey.
- a. Explain the field operations, survey process and protocols.
- b. Carry out an effective interview, using the tablet to collect data.
- c. Following the correct survey protocols as prescribed during the training

Expected Outcomes of Training

By the end of the training, participants will be:

- a. Familiar with the caregiver survey
- b. Able to build rapport with respondents over the phone
- c. Effectively combine phone communication with electronic data capture
- d. Able to administer the caregiver survey with confidence and accuracy
- e. Able to follow data collection process and plan as expected

Training Facilitators

Jonathan Addie
Edward Tsinigo
Henry Atimone

Research Manager
Research Associate
Field Manager

Agenda

Tuesday November 3, 2015			
Time	Session	Facilitator	Details
9:00 AM	Arrival and Registration	Henry	Location: Conference Room of IPA
9:30 AM	Welcome	Henry	Introduction of facilitators and trainees
10:00 AM	Review of Training Process	Jonathan	<ul style="list-style-type: none"> • Overview of agenda • Rules during training • Administration and logistics • Objectives • Expectations • Finances • Selection Criteria • Q&A
10:45 AM	Survey Technique and Management	Jonathan	<ul style="list-style-type: none"> • Phone interview • Paper and Electronic data collection • Team structure • Team leader, Auditors and Surveyors responsibilities • Survey process • Q&A
10:45 AM - 11:00 AM	SNACK		
11:00 AM	Survey Field Protocols	<ul style="list-style-type: none"> • Henry • Jonathan 	<ul style="list-style-type: none"> • Informed consent • Confidentiality • Neutrality • Honesty • Respectfulness • Commitment and promptness to work • Good care of survey instruments/equipment • Non-misuse of project phones • Adherence to survey instructions and protocols • Q&A
12:00 PM	Survey Mechanics	<ul style="list-style-type: none"> • Henry • Jonathan 	<ul style="list-style-type: none"> • Skip patterns • Flow patterns • Close ended vs. open ended questions • Single choice questions • Multiple choice questions • Prompting • Probing/Clarification • Universal Codes <ul style="list-style-type: none"> - Other (specify) -555 - Not applicable -111 - Don't know - 888 - Refused to answer – 999 - Interview declined -222 • Q&A
1:00 PM- 2:00 PM	LUNCH		
2:30 PM	Review of Survey instrument <ul style="list-style-type: none"> • Assignment Sheet 	Jonathan	<ul style="list-style-type: none"> • Detailed review of the assignment sheet. Sections A, B and C. • Q&A

2:30 PM	Review of Survey instrument <ul style="list-style-type: none">Tracking Form	Jonathan	<ul style="list-style-type: none">Detailed review of the caregiver survey tracking form. Sections A, B and C.Q&A
3:45 PM	Quiz	Jonathan Henry	<ul style="list-style-type: none">Fill out call tracking information
4:00 PM	Review of Survey instrument <ul style="list-style-type: none">Caregiver questionnaire-main	<ul style="list-style-type: none">JonathanHenry	<ul style="list-style-type: none">Detailed review of caregiver questionnaire<ul style="list-style-type: none">Section A: IdentificationSection B: ConsentSection C: Background CharacteristicsSection D: Poverty StatusQ&A (after each section)
5:00 PM	Wrap-Up	Jonathan	Discuss plans for day 2
5:15 PM	CLOSE		
Wednesday November 4, 2015			
9:00 AM	Arrival and Trainee Sign-In	Henry	Location: Conference Room of IPA
9:15 AM	Recap of day 1	Jonathan	Highlight key points from previous day
9:30 AM	Review of Survey instrument <ul style="list-style-type: none">Caregiver questionnaire-mainCaregiver questionnaire-sub	<ul style="list-style-type: none">JonathanHenry	<ul style="list-style-type: none">Continue detailed review of caregiver questionnaire<ul style="list-style-type: none">Section E: Food InsufficiencySection F: Parent's involvement with child's educationSection G: Perceptions of early childhood developmentSection H: School FeesSection I: Mobility and Tracking updates (plus survey results)Survey practice
11:00 AM-11:15 AM	SNACK		
11:15 AM	Survey practice 1	<ul style="list-style-type: none">JonathanHenry	<ul style="list-style-type: none">1 phone interview per trainee on paperEdit and present surveysBrief discussion
12:00 PM	Survey practice 2	<ul style="list-style-type: none">JonathanHenry	<ul style="list-style-type: none">1 phone interview per trainee on TabEdit and Save survey
1:00 PM-2:00 PM	LUNCH		
2:00 PM	Survey practice 3	<ul style="list-style-type: none">JonathanHenry	<ul style="list-style-type: none">1 phone interview per trainee on TabEdit and Save survey
3:00 PM	Feedback from survey practice	<ul style="list-style-type: none">JonathanHenry	Discussion <ul style="list-style-type: none">challenges and strategies to overcome themSurvey issuesProgramming issues
4:00 PM	Preparing for the field	<ul style="list-style-type: none">JonathanHenry	<ul style="list-style-type: none">Survey logisticsSurvey scheduleVenueSelection of surveyors
4:45 PM	Disbursement of training allowance	Henry	-----
5:00 PM	CLOSE		