

**QUALITY PRESCHOOL FOR GHANA (QP4G) STUDY
BASELINE I TRAINING AGENDA
JUNE 2015**

TIME	SESSIONS	BY	METHOD
Day One -			
09.00	Arrival and registration	Henry	
09:00-11:00	General Introduction <ul style="list-style-type: none"> ▪ Welcome and introduction of trainees ▪ Introduction to IPA ▪ Icebreaker ▪ Ground rules for the training ▪ Training objectives and expectations ▪ Administrative issues 	Edward Kwame Henry	Presentation Q&A
11.00-11.15	<i>Health Break/Snack</i>		
11.15-01.00	Basics of the QP4G Study <ul style="list-style-type: none"> ▪ Background of the QP4G study ▪ Objectives of the QP4G study ▪ Main features of the QP4G study ▪ QP4G survey schedule 	Edward	Presentation Q&A
01.00-14.00	<i>Lunch</i>		
14.00-14.45	The QP4G Study Instruments <ul style="list-style-type: none"> ▪ Key QP4G survey terms ▪ Common features of the QP4G instruments 	Edward	Presentation Q&A
14.45-16.45	Detailed review of School proprietor questionnaire <ul style="list-style-type: none"> ▪ Identification ▪ Section B ▪ Section C ▪ Section D 	Edward & Henry	Discussion, Role play Q&A
16.15 – 17.00	Review of day one	Henry	Discussion
Day Two			
09:00	Arrival and registration	Henry	
09:00-09:30	Recap of day one	Henry	Discussion
09.30-11.00	Detailed review of School Head teacher questionnaire. <ul style="list-style-type: none"> ▪ Section A ▪ Section C ▪ Section D 	Edward & Henry	Discussion, Role play Q&A
11.00-11.15	<i>Health Break/Snack</i>		
11.15-01.00	Detailed review of School Head teacher questionnaire cont'd. <ul style="list-style-type: none"> ▪ Section E ▪ Section F ▪ Section G ▪ Section H 	Edward & Henry	Discussion, Role play Q&A
01.00-14.00	<i>Lunch</i>		
14:00-	Detailed review of School Proprietor/ Head teacher	Edward	Discussion,

16:45	questionnaires (Perceptions) <ul style="list-style-type: none"> Section I (Head teacher) Section J (Head teacher) Section K (Head teacher) Section L (Head teacher & Proprietor) 	& Henry	Role play Q&A
16.45-17.00	Review of day two	Henry	Discussion
Day Three			
09:00	Arrival and registration	Henry	
09:00-09:30	Recap of day two	Henry	Discussion
09.30-11.00	Obtaining informed consent Protocols for Conducting Interviews <ul style="list-style-type: none"> Guiding principles for interview Keys to successful interview Dealing with non-response/difficult situations	Edward & Henry	Presentation Q&A
11:00-11.15	<i>Health Break/Snack</i>		
11.15-11:45	Using the Samsung Tablet for Data Collection <ul style="list-style-type: none"> Using the tablet for the Baseline one survey 	Edward	Presentation Practice Q&A
11:45-01:00	Practice using tablet and discussion		Practice, Q&A
01.00-14.00	<i>Lunch</i>		
13.30-15.00	Field Procedures and Data Quality Management <ul style="list-style-type: none"> Baseline one team structures Roles and responsibilities of field staff General rules in the field Relation between surveyors and FM/TLs Survey management Monitoring and data quality control 	Edward	Presentation Practice Q&A
	Quiz	Henry	
15.15-17.00	Review of day three		
Day Four			
09:00	Arrival and registration	Henry	
09:00-09:30	Recap of previous day	Henry	Discussion
09.30-15:00	Field practice	Henry	Pair of trainees per school
16:00-17.00	Feedback from field practice	Henry/Edward	Q&A Discussion
Day Five			
09:30-	Arrival and registration	Henry	

09:30 10:30	Recap of previous day	Henry	
10:30-11:00	<i>Preparing for Field Work</i> <ul style="list-style-type: none"> ▪ Logistics and schedule ▪ Survey equipment and supplies 	Edward & Henry	Work in teams Presentation Q&A
11:00-11:15	<i>Health Break/Snack</i>		
11:15-12:30	Frequently asked questions and suggested responses	Henry & Edward	Q&A Discussions
01:00-14:00	<i>Lunch</i>		
13:30-15:00	Training summary and evaluation	Henry	Presentation Q&A
15:00	End of training		