

QUALITY PRESCHOOL FOR GHANA (QP4G) STUDY

BASELINE II TRAINING

Organised by

IPA-Ghana and NYU-New York

Jack and Jill School, Accra

24th August to 4th September 2015

Training Objectives

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

- State roles, responsibilities and expectations for your involvement in the Baseline II survey.
- Understand the survey and Baseline II survey modules.
- Explain the field operations and survey process.
- Carry out an effective interview, using the tablet.
- Carry out the survey in the field, following the correct protocols prescribed during the training.

Expected outcomes of training

By the end of this training, participants will be:

- positive about their involvement in the survey process;
- confident that they are well-prepared for the field survey operations (e.g., interviewing, recording);
- confident that they are fully supported by the survey management and supervisory/monitoring team, and in the field by the team leaders.

Training Facilitators

Sharon Wolf, PhD	Co-PI/Consultant (Resource Person)
Maham Farhat	Research Manager
Edward Tsinigo	Research Associate
Field Manager	Henry Atimone
Survey Coordinator	Kwame Abrokwah
Jonathan Addy	Senior Field Manager

AGENDA

TIME	SESSIONS	BY	METHOD
Day One			
09:00-10:00	<ul style="list-style-type: none"> Training registration Opening session – welcome speeches Introduction of facilitators and participants Icebreaker 	Henry	
10:00-11:00	<ul style="list-style-type: none"> Ground rules for the training Training objectives and outcomes Administration and logistics of the training 	Henry	Presentation Q&A
11:00 -11:15	<i>Health Break/Snack</i>		
11:15- 13:00	Introduction <ul style="list-style-type: none"> Introduction to IPA 	Edward	Presentation Q&A
01:00-14:00	<i>Lunch</i>		
14:00-15:00	Basic 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 	Maham & Edward	Presentation, Discussion, Q&A
15:00-16:45	The QP4G Study Questionnaires <ul style="list-style-type: none"> Key QP4G survey operational definitions Features of the baseline surveys Coding systems for the surveys 	Edward & Henry	Presentation, Discussion, Q&A
16:45- 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 KG Teacher Questionnaire <ul style="list-style-type: none"> Identification Section C. Background Characteristics 	Edward & Henry	Discussion, Role play, Q&A
11:00- 11:15	<i>Health Break/Snack</i>		
11:15- 13:00	<ul style="list-style-type: none"> Section C contd. Section D. Household wealth 	Edward & Henry	Discussion, Role play, Q&A
13:00-14:00	<i>Lunch</i>		
14:00-16:45	<ul style="list-style-type: none"> Section E. Food Security Section F. Community/Locality 	Edward & Henry	Discussion, 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	<i>Detailed review of KG Teacher Questionnaire</i> <ul style="list-style-type: none"> Section G. Nature and Work Conditions 	Edward & Henry	Discussion, Role play, Q&A
11:00- 11:15	<i>Health Break/Snack</i>		
11:15-13:00	<ul style="list-style-type: none"> Section G contd. Section H. Psychological well-being Section I. Reading Knowledge 	Edward & Henry	Discussion, Role play, Q&A
01:00-14:00	<i>Lunch</i>		
14:00-14:45	Obtaining informed consent	Edward & Henry	Presentation, Discussion, Role play, Q&A
14:45- 15:30	<i>Protocols for Conducting Fieldwork</i> <ul style="list-style-type: none"> Guiding principles for interview Keys to successful interview Dealing with non-response/difficult situations Survey protocols 	Edward & Henry	Discussion, Role play Q&A
15:30-16:45	<i>Field Procedures and Data Quality Management</i> <ul style="list-style-type: none"> Baseline II team structures Roles and responsibilities of field staff General rules in the field Expectations from survey field teams Daily procedures for teams for fieldwork Date quality control systems 	Edward & Henry	Presentation, Discussion, Role play, Q&A
16:45-17:00	Review of day three	Henry	Discussion
Day Four			
09:00	Arrival and registration	Henry	
09:00-10:00	Quiz	Henry	
10:00-11:45	Recap of day three	Henry	Discussion
11:00-11:15	<i>Health Break/Snack</i>		
11:15-13:00	<i>Using the Samsung Tablet for Data Collection</i> <ul style="list-style-type: none"> Using the tablet for the Baseline II survey Practice using the tablet and discussion 	Edward & Henry	Presentation, Discussion, Q&A
13:00-14:00	<i>Lunch Break</i>		
14:00-15:00	<ul style="list-style-type: none"> Practice using the tablet and discussion. Cont'd. Troubleshooting the tablet 	Edward & Henry	Practice, Role play, Discussion, Q&A
15:00- 16:45	<ul style="list-style-type: none"> Data collection procedures for videotaping Video recording form Child-Parent Listing 	Edward & Henry	Practice, Role play, Discussion, Q&A
16:45- 17:00	Review of day four		
Day Five			
09:00-	Arrival and registration	Henry	
09:00-09:30	Preparation for field practice	Henry	

09:30- 09:45	<i>Snack</i>		
09:45- 15:00	Field Practice		Work in teams
15:00-16:00	<i>Launch</i>		
16:00-17:00	Feedback from field practice		
Day Six			
09:00	Arrival and registration	Henry	
09:00-09:30	Recap of day five (Field Practice)	Henry	
10:30-11:00	<i>Preparing for Field Work</i> <ul style="list-style-type: none"> ▪ Tracking and monitoring of survey ▪ Logistics and schedule ▪ Survey equipment and supplies 	Edward & Henry	Presentation Discussion, Role play Q&A
11:00-11:15	<i>Health Break/Snack</i>		
11:15-13:00	Frequently asked questions and suggested responses	Henry & Edward	Q&A Discussions
13:00-14:00	<i>Lunch</i>		
14:00-15:00	Training summary and evaluation	Henry	Presentation, Q&A
15:00	End of training		