



## QUALITY PRESCHOOL FOR GHANA (QP4G) STUDY

### MIDLINE CAREGIVER TRAINING

15<sup>th</sup> – 17<sup>th</sup> August 2016

#### Agenda

Monday August 15, 2016			
Time	Session	Facilitator	Details
8:30 AM	Arrival and Registration	Henry	Location: Jack and Jill Large Auditorium
9:00-9:20	Welcome	Henry	Introduction of facilitators and trainees
9:20-9:40	Ice Breaker	Henry	
9:40-10:00	Review of Training Process	Henry	<ul style="list-style-type: none"> <li>• Overview of agenda</li> <li>• Rules during training</li> <li>• Objectives</li> <li>• Expectations for the training</li> <li>• Finances</li> <li>• Selection Criteria</li> <li>• Q&amp;A</li> </ul>
10:00 - 10:30	Survey Management	Edward	<ul style="list-style-type: none"> <li>• Team structure</li> <li>• Auditors and Surveyors responsibilities</li> <li>• Q&amp;A</li> </ul>
10:30-11:00	Conducting a Caregiver Survey	Edward Henry	<ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Neutrality</li> <li>• Honesty</li> <li>• Respectfulness</li> <li>• Commitment and promptness to work</li> <li>• Q&amp;A</li> </ul>
11:00-11:15	<b>SNACK</b>		
11:15-1:00	Review of Survey instrument 1. Caregiver questionnaire-main	Edward Henry	<ul style="list-style-type: none"> <li>- Detailed review of caregiver questionnaire</li> <li>- Section A: Identification</li> <li>- Section B: Obtaining an informed consent</li> <li>- Section C: Background Characteristics</li> <li>- Section D: Poverty Status</li> <li>- Section F: Parent's involvement with child's education</li> <li>- Q&amp;A (after each section)</li> </ul>
1:00 - 2:00	<b>LUNCH</b>		

2:00- 4:00	Review of Survey instrument continued 1. Caregiver questionnaire-main	Edward Henry	<ul style="list-style-type: none"> <li>Continued detailed review of caregiver questionnaire                             <ul style="list-style-type: none"> <li>Section F cont'd: Parent's involvement with child's education</li> <li>Section G: Perceptions of early childhood development</li> <li>Section I: Child Discipline</li> </ul> </li> <li>updates (plus survey results)</li> </ul>
4:00- 4:30	Role play (Two way)	Trainees	<ul style="list-style-type: none"> <li>1 complete interview per trainee on paper</li> <li>Edit and present surveys</li> </ul>
4:30- 5:00	Feedback from role play	Trainees	<ul style="list-style-type: none"> <li>Challenges with questionnaire and strategies to overcome them</li> <li>Corrections to errors in questionnaire.</li> </ul>
5:00PM	<b>CLOSE OF DAY 1</b>		
<b>Tuesday August 16, 2016</b>			
Time	Session	Facilitator	Details
8:30-9:00	Arrival and Trainee Sign-In	Henry	Location: Jack and Jill Large Auditorium
9:00-9:30	Recap of day 1	Edward	Highlight key points from previous day
9:30-10:00	Quiz 1	Henry	
10:00-11:00	Contact procedures	Edward Henry	<ul style="list-style-type: none"> <li>Detailed review of the assignment sheet.</li> <li>Detailed review of the call record and screener form</li> <li>Q&amp;A</li> </ul>
11:00 AM- 11:15 AM	<b>SNACK</b>		
11:15-12:30	Contact procedures continued	Edward Henry	<ul style="list-style-type: none"> <li>Detailed review of the call record and screener form continued</li> <li>Presentation</li> <li>Q&amp;A</li> </ul>
12:30-1:00	Contact procedures continued	Edward Henry	Tracing Contacts <ul style="list-style-type: none"> <li>Interviewer Tracing</li> <li>In-depth Tracing</li> </ul>
1:00 PM- 2:00 PM	<b>LUNCH</b>		
2:00-2:30	Contact procedures continued	Elorm	<ul style="list-style-type: none"> <li>Detailed review of the Proxy Identification form</li> <li>Presentation</li> <li>Q&amp;A</li> </ul>
2:30-4:00	Translation in to local language	Trainees	Discussion Small group work

4:00-5:00	Detailed review of entire Caregiver Questionnaire on tablet (Survey CTO)	Elorm	Discussion Role play
5:00PM	<b>CLOSE OF DAY 2</b>		

**Wednesday August 17, 2016**

Time	Session	Facilitator	Details
8:30-9:00	Arrival and Trainee Sign-In	Henry	Location: Jack and Jill Large Auditorium
9:00-9:30	Recap of day 2	Edward	Highlight key points from previous day
9:30-10:30	Quiz 2	Henry	
10:30-11:00	Debriefing 1	Trainees	Discussion <ul style="list-style-type: none"> <li>• challenges and strategies to overcome them</li> <li>• Survey issues</li> <li>• Programming issues</li> </ul>
11:00-11:15	<b>SNACK</b>		
11:15-11:50	Field Practice 1	Trainees	1 complete phone Survey per Trainee
11:50-12:40	Field Practice 2	Trainees	1 complete phone Survey per Trainee
12:40-1:00	Debriefing 2	Trainees	Discussion <ul style="list-style-type: none"> <li>• challenges and strategies to overcome them</li> <li>• Survey issues</li> <li>• Programming issues</li> </ul>
1:00 PM-2:00 PM	<b>LUNCH</b>		
2:00- 2:50	Field Practice 3	Trainees	1 complete phone Survey per Trainee
2:50- 3:30	Feedback from survey practice	Edward Henry	Discussion <ul style="list-style-type: none"> <li>• challenges and strategies to overcome them</li> <li>• Survey issues</li> <li>• Programming issues</li> </ul>
3:30-4:00	Converting refusals	Henry	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Discussion</li> </ul>
4:00- 5:00	Preparing for the field	Edward Henry	<ul style="list-style-type: none"> <li>• Survey logistics</li> <li>• Survey schedule</li> <li>• Venue</li> <li>• Selection of surveyors</li> <li>• Other administrative matters</li> </ul>