



QUALITY PRESCHOOL FOR GHANA (QP4G) STUDY

MIDLINE CAREGIVER TRAINING

15th – 17th 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"> • Overview of agenda • Rules during training • Objectives • Expectations for the training • Finances • Selection Criteria • Q&A
10:00 - 10:30	Survey Management	Edward	<ul style="list-style-type: none"> • Team structure • Auditors and Surveyors responsibilities • Q&A
10:30-11:00	Conducting a Caregiver Survey	Edward Henry	<ul style="list-style-type: none"> • Confidentiality • Neutrality • Honesty • Respectfulness • Commitment and promptness to work • Q&A
11:00-11:15	SNACK		
11:15-1:00	Review of Survey instrument 1. Caregiver questionnaire-main	Edward Henry	<ul style="list-style-type: none"> - Detailed review of caregiver questionnaire - Section A: Identification - Section B: Obtaining an informed consent - Section C: Background Characteristics - Section D: Poverty Status - Section F: Parent's involvement with child's education - Q&A (after each section)
1:00 - 2:00	LUNCH		

2:00- 4:00	Review of Survey instrument continued 1. Caregiver questionnaire-main	Edward Henry	<ul style="list-style-type: none">Continued detailed review of caregiver questionnaire<ul style="list-style-type: none">Section F cont'd: Parent's involvement with child's educationSection G: Perceptions of early childhood developmentSection I: Child Disciplineupdates (plus survey results)
4:00- 4:30	Role play (Two way)	Trainees	<ul style="list-style-type: none">1 complete interview per trainee on paperEdit and present surveys
4:30- 5:00	Feedback from role play	Trainees	<ul style="list-style-type: none">Challenges with questionnaire and strategies to overcome themCorrections to errors in questionnaire.
5:00PM	CLOSE OF DAY 1		
Tuesday August 16, 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 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">Detailed review of the assignment sheet.Detailed review of the call record and screener formQ&A
11:00 AM- 11:15 AM	SNACK		
11:15-12:30	Contact procedures continued	Edward Henry	<ul style="list-style-type: none">Detailed review of the call record and screener form continuedPresentationQ&A
12:30-1:00	Contact procedures continued	Edward Henry	Tracing Contacts <ul style="list-style-type: none">Interviewer TracingIn-depth Tracing
1:00 PM- 2:00 PM	LUNCH		
2:00-2:30	Contact procedures continued	Elorm	<ul style="list-style-type: none">Detailed review of the Proxy Identification formPresentationQ&A
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	CLOSE OF DAY 2		

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"> • challenges and strategies to overcome them • Survey issues • Programming issues
11:00-11:15	SNACK		
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"> • challenges and strategies to overcome them • Survey issues • Programming issues
1:00 PM-2:00 PM	LUNCH		
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"> • challenges and strategies to overcome them • Survey issues • Programming issues
3:30-4:00	Converting refusals	Henry	<ul style="list-style-type: none"> • Presentation • Discussion
4:00- 5:00	Preparing for the field	Edward Henry	<ul style="list-style-type: none"> • Survey logistics • Survey schedule • Venue • Selection of surveyors • Other administrative matters