



QUALITY PRESCHOOL FOR GHANA (QP4G) STUDY



Endline School Survey
School Attendance Record Training Agenda
Jack and Jill School, Roman Ridge
26th and 30th January 2017; 9 AM – 5 PM Daily

TIME	SESSIONS	BY	METHOD
Day One – 26th January 2017			
08:45 – 09:00	Arrival and registrations	Henry	
09:00 – 10:00	<i>Introductions</i> <ul style="list-style-type: none"> ○ Introduction of training facilitators and participants ○ Ground rules for the training ○ Training objectives and outcomes ○ Administration issues ○ About IPA 	Henry	
10:00 – 10:30	<i>The QP4G Study: Past, Present and Future</i> <ul style="list-style-type: none"> ▪ Background of the QP4G study ▪ Objectives of the QP4G study ▪ Main features of the QP4G study ▪ Past and current phase of the QP4G Study 	Edward	Presentation Discussion, Q&A
10:30 - 11:00	<i>Overview of the School Attendance Records</i> <ul style="list-style-type: none"> ○ Purpose ○ School attendance records form ○ Protocols for completing the Form 	Edward	Presentation Discussion, Q&A
11:00 - 11:15	<i>Health Break/Snack</i>		
11:15 - 12:30	<i>Overview of the School Attendance Records, cont'd</i> <ul style="list-style-type: none"> ○ Purpose ○ School attendance records form ○ Protocols for completing the Form 	Edward	Presentation Discussion, Q&A

TIME	SESSIONS	BY	METHOD
	<ul style="list-style-type: none"> ○ Review of sample pages of school attendance registers 		
12:30 – 01:00	<p><i>Programed School Attendance Records Form</i></p> <ul style="list-style-type: none"> ○ Distribution of tablets ○ KG children attendance form ○ KG teacher attendance form 	Edward Henry	Presentation Discussion, Q&A
1:00 – 2:00	<i>Lunch</i>		
2:00 – 4:15	<p><i>Classroom Practice</i></p> <ul style="list-style-type: none"> ○ Quiz ○ Hard and Soft Attendance Forms ○ Debriefing 	Henry	
4:15 – 5.00	Review	Henry	Discussion Q&A
Day Two – 30th January 2017			
08:45 – 09:00	Arrival and registrations	Henry	
09:00 – 09:15	Energizer	FS	
09:15 – 09:30	<i>Health Break/Snack</i>		
09:30 – 1:30	Field practice	Team	Field practice
1:30 – 2:30	<i>Lunch</i>		
2:30 – 3:00	Debriefing	Edward	Discussion / Q&A
03:00 – 04:45	<p><i>Preparing for field work</i></p> <ul style="list-style-type: none"> ▪ Administration and logistics of the training ▪ Tracking and monitoring of survey ▪ Logistics and schedule ▪ Survey equipment and supplies ▪ Team meetings, strategies, and booking appointments 	Henry Edward FS/TLs	Presentation, Discussion Q&A
04:45 – 05:00	Wrap up and next steps	Henry	