

QUALITY PRESCHOOL FOR GHANA (QP4G) STUDY

FOLLOW UP 1 TRAINING

Jack and Jill School, Accra

9th May to 12th May 2016

TEACHER INTERVIEWERS' AGENDA

TIME	SESSIONS	BY	METHOD
Day One			
08:45-09:00	Training registration	FS	
09:00-10:00	Introductions <ul style="list-style-type: none"> Opening Session – Welcome Speeches Introduction of Training Facilitators and Participants Icebreaker Ground rules for the training 	Henry	Presentation
10:00-10:30	<ul style="list-style-type: none"> Introduction to IPA Administrative issues 	Gloria	Presentation Q&A
10:30-11:00	The QP4G Study <ul style="list-style-type: none"> Background of the QP4G study Key QP4G survey operational definitions Obtaining informed consent and section L 	Henry	Presentation, Discussion, Q&A
11:00 -11:15	<i>Health Break/Snack</i>		
11:15- 13:00	Detailed review and discussion of all sections of the KG Teacher Questionnaire	Henry	Discussion, Q&A
13:00-14:00	<i>Lunch</i>		
14:00-15:00	Detailed review and discussion of all sections of the KG Teacher Questionnaire	Henry	Discussion, Q&A
15:00-15:05	<i>Five minute break</i>		
15:05- 16:45	Role play and evaluation	FS/TL	
16:45- 17:00	Review of day 1	Henry	Discussion
Day Two			
08:45-09:00	Arrival and registration	FS	
09:00-09:30	Quiz	Henry	Discussion
09:30-10:00	Recap of day one	Henry	Discussion
10:00- 11:00	Classroom Observation <ul style="list-style-type: none"> Overview and videotaping Detailed review of the Observation Form Video Naming regime Troubleshooting the tablet for videotaping 	Henry	Discussion, Q&A
11:00- 11:15	<i>Health Break/Snack</i>		
11:15- 12:30	Time with Sharon Wolf (Principal Investigator)	Sharon	SKYPE

			Discussion, Q&A
12:30- 14:30	Mini Field Practice (Videotaping)	Group	Field Practice
14:30-15:30	<i>Lunch</i>		
15:30-16:00	Debriefing	Group	Discussion
16.45-17.00	Group review of sample videos (Quality checks)	Henry	Video presentation, Discussion, Q&A
Day Three			
08:45-09:00	Arrival and registration	FS	
09:00-09:15	Energizer	Henry	Discussion
09:15- 09:30	<i>Health Break/Snack</i>		
09:30-14:00	Field Practice	Group	Field Practice
14:00-15:00	<i>Lunch</i>		
15:00-17:00	Debriefing	Group	Discussion
Day Four			
08:45- 09:45	Arrival and registration	FS	
09:15-09:30	Energizer	Henry	
09:30-11:00	Protocols for conducting Interviews <ul style="list-style-type: none"> Keys to successful interview/ General rules in the field Dealing with non-response /difficult situations Field Procedures and Data Quality Management <ul style="list-style-type: none"> Follow Up 1 Team structures Roles and responsibilities of the field staff Logistics Tracking and monitoring of survey 	Henry	Discussion Q&A
11:00-11:15	<i>Health Break/Snack</i>		
11:12-12:15	Team meetings and socialisation	FS/TL	Discussion and planning
12:15-13:00	Field scenarios	FS/TL	Group discussion
13:00-14:00	<i>Lunch Break</i>		
14:00- 16:00	Strategic team planning, and booking appointments	FS/TL	Team Work
16:00- 17:00	Administrative matters and training wrap up	FS	