**RADAR Coverage Survey Data Collectors’ Training Agenda**

**Notes:**

This agenda assumes that you will be training approximately 40-50 interviewers. If more, the time should be increased. If fewer, less time may be needed. The agenda also assumes that the full RADAR questionnaire will be implemented, and that interviewers are trained using both paper forms and using the CAPI devices. The agenda should be adjusted if any modules are removed from the questionnaire. The agenda assumes that sampling was done separately; if survey teams are expected to map or sample clusters, additional training should be added to cover mapping and sampling topics. Finally, we assume that the survey will be administered in several languages and therefore includes separate language training. If the survey will only be administered in one language, and training is conducted in that language, no separate language training is needed.

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Responsible** |
|  **Day 1 – Introduction, Procedures, and Informed Consent** |
| 8:30-9:00am | Opening, participants introduction & ground rules |  |
| 9:00-9:30am | Introduction to the program and the **[baseline/midline/endline]** coverage survey: objectives & methodology |  |
| 9:30-10:00am | Q&A |  |
| 10:00-10:30am | Introducing the training agenda, contents, manuals, expectations and competence to continue with the survey |  |
| 10:30-10:45am | Coffee/tea break |  |
| 10:45-11:15am | Roles and responsibilities of survey staff |  |
| 11:15-11:30am | Q&A |  |
| 11:30-12:30pm | Introducing Enumeration Area (EA) & maps |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-3:00pm | Locating and approaching sampled households (HHs) |  |
| 3:00-3:30pm | Coffee/tea break |  |
| 4:00-5:00pm | Human SubjectResearch Ethics / Informed consent |  |
| 5:00-5:15pm | Q&A |  |
| 5:15-5:30pm | Introducing the manuals: Assignment (homework) –***Read Sections 1-3 of the Interviewer Manual*** ***Read the informed consent scripts*** |  |
| **Day 2 – Household Questionnaire** |
| 8:30-9:00am | Overview of the survey questionnaires |  |
| 9:00-10:15am | Introduction to CAPI and tablet handling / navigation |  |
| 10:15-10:30am | Coffee/tea break  |  |
| 10:30-12:00pm | Household Questionnaire Panel (HH) and Household Listing (HL) – item by item review |  |
| 12:00-12:30pm | Q&A and recap on HH Panel and Household Listing |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-2:30pm | Household Assets Module (HA) – item by item review |  |
| 2:30-3:00pm | Q&A and recap HA Module  |  |
| 3:00-3:30pm | Coffee/tea break |  |
| 3:30-4:45pm | Water and Sanitation (WS) and Vector Control (VC) – item by item review |  |
| 4:45-5:30pm | Q&A and Summary – HH, HL, HA, WS & VC Modules***Assignment- Read The HH, HL, HA, WS, VC Modules*** |  |
| **Day 3 – Women’s Questionnaire (Part 1)** |
| 8:30-9:00am | Explaining Role play & Test 1 – HH, HL, HA, WS, VC Modules |  |
| 9:00-10:45am | Role play and Test 1 – HH, HL, HA, WS, VC Modules |  |
| 10:45-11:00am | Coffee/tea break |  |
| 11:00-11:30am | Overview of the women's questionnaire |  |
| 11:30am-12:00pm | Women's Questionnaire Panel (WM) – item by item review |  |
| 12:00-12:30pm | Women's information module (WI) – item by item review |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-3:30pm | Fertility (FE), Antenatal and Childbirth Module (CB) – item by item review |  |
| 3:30-4:00pm | Coffee/tea break |  |
| 4:00-5:00pm | Role plays / scenarios – WM, WI, CB modules |  |
| 5:00-5:30 | Q&A and recap CB Module*Assignment- Read the WM, WI, CB modules* |  |
| **Day 4 – Women’s Questionnaire (Part 2)** |
| 8:30-9:00am | Review questions and assigned homework |  |
| 9:00-10:45am | Postnatal Care Module (PN) – item by item review |  |
| 10:45-11:00am | Coffee/tea break |  |
| 11:00-12:30am | Family Planning Module (FP) – item by item review |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-2:00pm | Q&A and recap PN and FP modules |  |
| 2:00-3:00pm | HIV (HI) and Work and Decision Making (DM) – item by item review |  |
| 3:00-3:30pm | Q&A and recap HI and DM modules |  |
| 3:30-4:00pm | Coffee/tea break |  |
| 4:00-5:00pm | Role plays / scenarios – PN, FP, HI, DM modules |  |
| 5:00-5:30pm | Q&A and recap of PN, FP, HI, DM modules***Assignment- Read the PN, FP, HI, DM modules*** |  |
| **Day 5 – Child Questionnaire (Part 1)** |
| 8:30-9:00am | Explaining Role play & Test 2 – the WM, WI, FE, CB, PN, FP, HI modules |  |
| 9:00-10:30am | **Role play & Test 2** – WM, WI, FE, CB, PN, FP, HI modules  |  |
| 10:30-10:45am | Coffee/tea break |  |
| 10:45-12:30am | Q&A and recap on the role play |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-2:00pm | Overview of the Under 5 Questionnaire |  |
| 2:00-2:30pm | Under 5 Questionnaire Panel (UF) and Child Information Module (CI) – item by item review |  |
| 2:30-3:30pm | Breastfeeding and Nutrition Module (BN) – item by item review & Q&A |  |
| 3:30-4:00pm | Coffee/tea break |  |
| 4:00-5:00pm | Immunization Module (IM) – item by item review & Q&A |  |
| 5:00pm-5:30pm | Q&A and recap UF, CI, BN, IM modules***Assignment – UF, CI, BN, IM modules*** |  |
| **Day 6 - Child Questionnaire (Part 2)** |
| 8:30-9:30am | Explaining Role play & Test 3 – the UF, CI, BN, IM modules |  |
| 9:00-10:00am | **Role play & Test 3** – the UF, CI, BN, IM modules |  |
| 10:00-10:15am | Coffee/tea break |  |
| 10:15-10:45am | Q&A and recap on the role play |  |
| 10:45-11:00am | Vitamin A Module (VA) – item by item review |  |
| 11:00am-12:30pm | Cough and Fever Module (CO) – item by item review & Q&A |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-2:30pm | Diarrhea Module (DI) – item by item review & Q&A |  |
| 2:30-2:45pm | Birth Registration Module (BR) – item by item review & Q&A |  |
| 2:45-3:15pm | **Role play & Test 4** – VA, CO, DI, BR modules |  |
| 3:15-3:45pm | Coffee/tea break |  |
| 3:45-5:00pm | Role play & Test 4 – the VA, CO, DI, BR modules |  |
| 5:00-5:30pm | Q&A and recap VA, CO, DI, BR modules***Assignment – Read VA, CO, DI, BR modules*** |  |
| **Day 7 – Language training** |
| 8:30-9:00am | Divide into language groups |  |
| 9:00-10:30am | Review HH questionnaire in local language(s) |  |
| 10:30-10:45am | Coffee/tea break |  |
| 10:45-12:30pm | Review Woman’s questionnaire in local language(s) |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-2:30pm  | Review Woman’s questionnaire in local language(s) (continued) |  |
| 2:30-3:00pm | Explaining Role play & Test 5 – Language testing |  |
| 3:00-3:15pm | Coffee/tea break |  |
| 3:15-5:00pm | **Role play & Test 5** – HH and Woman’s questionnaires in local language(s) |  |
| 5:00-5:30pm | Q&A and recap Role play***Assignment – Review translated HH and women’s questionnaires*** |  |
| **Day 8 – Language training (Part 2) & Introduction to Anthropometry** |
| 8:30-10:00am | Review Child questionnaire in local language(s) |  |
| 10:00-10:15am | Coffee/tea break |  |
| 10:15-11:30am | Review Child questionnaire in local language(s) (continued) |  |
| 11:30-12:30pm | **Role play & Test 6** – Child’s questionnaire in local language(s) |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-2:30pm | **Role play & Test 6** – Child’s questionnaire in local language(s) (continued) |  |
| 2:30-3:30pm | **Recap and Q&A from Language Training** |  |
| 3:30-3:45pm | Coffee/tea break |  |
| 3:45-5:00pm | Introduction to Anthropometry methods (height, weight) and module (AM) |  |
| 5:00-5:30pm | Q&A and recap AM module***Assignment – read AM module*** |  |
| **Day 9 – Anthropometry Practice & Standardization** |
| 8:30-10:00 | Anthropometry practice (measuring dummies/interviewers) |  |
| 10:00-10:45am | Travel to standardization venue(s) (orphanage/health facility/other) |  |
| 10:45am-1:00pm | Standardization exercises |  |
| 1:00-3:00pm | Travel & Lunch break |  |
| 3:00-4:30pm | **Recap & Q&A on Anthropometry** |  |
| 4:30-5:00pm | **Form teams for field practice** |  |
| **Day 10 – Field practice**  |
| 7:00-8:00am | Travel to field practice location(s) |  |
| 8:00am-4:00pm | Data collection |  |
| 4:00-5:00pm | Travel |  |
| **Day 11 – Field debrief & Supervisor Training** |
| 8:30-10:30am | Debrief from field practice (all) |  |
| 10:30-10:45am | Coffee/tea break |  |
| 10:45-11:30pm | Supervisor training: Roles and responsibilities |  |
| 11:30-12:30pm | Supervisor training: Assigning interviews, locating and approaching households, and tracking progress |  |
| 12:30-1:30pm | Lunch break |  |
| 1:30-3:00pm | Supervisor training: Quality assurance/Quality control |  |
| 3:00-3:15pm | Coffee/tea break |  |
| 3:15-5:00pm | Supervisor training: Quality assurance/Quality control (continued) |  |
| 5:00-5:30pm | Q&A and recap |  |
| **Day 12 – Field practice with supervisors**  |
| 7:00-8:00am | Travel to field practice location(s) |  |
| 8:00am-3:00pm | Data collection |  |
| 3:00-4:00pm | Travel |  |
| 4:00-5:00pm | Debrief from field practice (all) |  |
| **Day 13 – Supervisor Training & Tests** |
| 8:30-10:00am | Supervisor Training: Troubleshooting issues that may arise in the field |  |
| 10:00-10:30am | Coffee/tea break |  |
| 10:30-12:00pm | Written test (all) |  |
| 12:00-1:00pm | Lunch break |  |
| 1:00-5:00pm | Practical test: Mock interviews, language testing |  |