



Unit 4

Facilitation of data collection training



By the end of this unit, you will be able to:

- describe how the data collection training should be facilitated



Facilitating the training



1

training agenda

2

methods

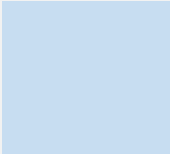
3

approach



Schedule

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

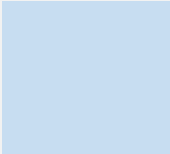


training of
trainers

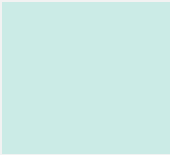


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training of
trainers



8-day
training



field practice
day



troubleshooting



1. Training agenda

Time	Activity	Facilitator
08:45 – 09:00	Registration	
09:00 – 09:15	Introductions	
09:15 – 09:30	Opening remarks	
09:30 – 10:00	Session 1: Welcome and introduction	
10:00 – 10:45	Session 2: HHFA overview	
10:45 – 11:15	Morning break	
11:15 – 12:30	Session 3: Completing the HHFA questionnaire	
12:30 – 13:30	Session 4: Questionnaire review. Sections 5, 7	
13:30 – 14:30	Lunch break	
14:30 – 15:10	Session 4: Questionnaire review. Sections 5, 7 (cont.)	
15:10 – 16:00	Session 5: Interviewer skills introduction, Questionnaire sections 3, 4	
16:00 – 16:30	Afternoon break	
16:30 – 17:20	Session 5: Interviewer skills introduction. Questionnaire sections 3, 4	
17:20 – 17:35	Wrap-up: Evaluation of the day	

The workshop duration can be modified

The duration of the individual sessions is suggestive



2. Methods



The workshop uses a variety of training methods, including:



- presentations
- small group work
- individual work
- role play
- plenary discussions
- practice in using the tablets with the electronic data collection tool



2. Methods



Adults learn best through **active engagement** and a variety of methods.



Participation is facilitated through:

- pre- and post-tests
- practice exercises
- other active learning activities



3. Approach

■ Most training is focused on the questionnaire content.

To maintain participant engagement, the workshop has been designed to:

- spread the questionnaire review over several days
- incorporate visuals and active learning activities
- practice with tablets from the beginning

- provide opportunities for participants to present sessions
- start the day with theory and end it with practice
- adapt the approach as the participants' level of familiarity with the questionnaire increases



3. Approach



The workshop consists of a series of **phases**.

- Each phase has a **learning outcome**.
- Each phase contains several **sessions**.



3. Approach



Facilitator's guide, Table 1

- title phase
- facilitation focus
- learning outcomes
- sessions



Facilitation focus

- breadth (scope of knowledge)
- depth (level of detail)

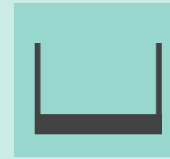


3. Approach



Table 1 in the Facilitator's guide

“Breadth” refers to the **scope of knowledge** to be imparted in the phase



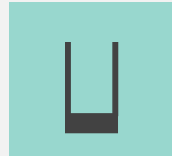
Example: troubleshooting after the field practice



broad



medium



narrow



Example: review of specific questionnaire sections



3. Approach



Table 1 in the Facilitator's guide

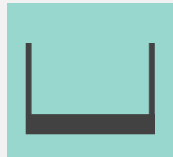
“Depth” refers to the **level of detail** expected during facilitation



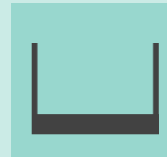
high



medium



low



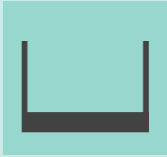
Example: overall HHFA survey process



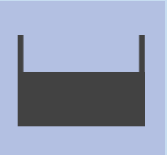
Example: particular section of the questionnaire



3. Approach (Phases)



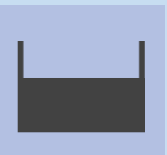
Phase 1: General HHFA overview



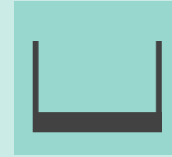
Phase 2: General data collection tool and skills overview



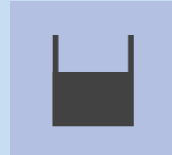
Phase 3 and 4: Specific review of questionnaire sections



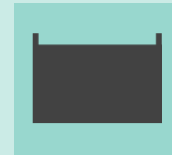
Phase 5: General overview of data collection procedures



Phase 6: Field practice preparation and test



Phase 7: Field practice



Phase 8: Troubleshooting



Phase 9: Additional time as needed to finalize field work preparations



4. Reminder on how to prepare for the sessions

To prepare sessions, the facilitators should:

- review the relevant **ToT modules**
 - review the **questionnaire** sections for the assigned sessions
 - review the **Facilitator's guide** introduction
 - review the facilitator's guidance for the assigned sessions jointly with the **sessions**
- adapt the content of the assigned training sessions
 - review the **Reference manual** to clarify definitions, standards and any issues related to how to interpret questions

A stylized graphic of a hand with teal-colored fingers and black outlines, positioned on the left side of the slide.

You have now completed Unit 4.

Now review the material in the unit using the practice exercises, then try the module quiz.