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| **How to Prepare for a Data Collection Training** | Text, logo  Description automatically generated |

Because the person who designed the data collection protocol is not always the one who conducts the training or

leads the team in the field, it is crucial that there be clear communication between these people. Ideally, the

person who will lead the data collection will train or at least attend the training. Here’s what needs to be done in

advance of the training:

* Finalize the data collection instrument and protocol. Specify how data will be collected (self-administered or collected by a data collector? online or paper? with photos? etc.)
* Specify the parameters of the sample (e.g., jurisdiction, boundaries, sites, vantage points, population(s) of interest, size, sampling method, timeline/duration, etc.).
* Well before the training, the trainer should get familiar with the data collection instrument and do some field practice. Anticipate which parts may be more problematic for trainees. Break the content into manageable chunks and build in practice activities.
* Create multiple scripts and scenarios for training practice, debriefings and readiness assessment. For observation training, scout out and map locations and vantage points ahead of time. Create the assessment answer keys.
* Anticipate/time how long each segment of the training will take. Build in ample time to practice, debrief and reiterate key content.
* Recruit potential trainees who fit the needs of the data collection activity (know the population or area of the sample, are community partners from the population of interest, and have the skills and commitment to conduct high quality data collection).
* Arrange the logistics of the training event (quiet, comfortable space with tables and seating, WiFi access, refreshments, transportation to field practice sites, support staff, etc.)
* DAY OF: bring fully charged devices loaded with needed apps, clipboards, pens, paper permission slips, copies of the data collection instrument and protocol for everyone, \*route maps, \*route assignments, \*contact lists. (\* items that could be emailed out later after data collector readiness assessment reveals who will collect data)

## References

World Health Organization. 2008. “Measuring medicine prices, availability, affordability and price components,”

2nd ed., p.55 <https://haiweb.org/publication/measuring-medicine-prices-availability-affordability-and-price-components-2nd-ed/>

<http://www.nationalserviceresources.org/node/17592>