

ESI 2.2: Example of a training schedule and description of the content

Training schedule							
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Pretest day
Morning	Intro to the project Intro to the questionnaire Intro to question types Dos and don'ts	Questionnaire discussion & translation	Questionnaire discussion & translation	Questionnaire discussion & translation	Questionnaire discussion & translation	Role play	Interview test
Afternoon	Tablet intro Individual questionnaire study	Questionnaire discussion & translation	Selection procedure & intro: Exercises Questionnaire discussion & translation	Deal with difficult situations: Exercises Questionnaire discussion & translation	Questionnaire discussion & translation Spot checks: Discussion & exercises Tasks & responsibilities in the field	Role play	Interview test Discussion and feedback

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Content of a data collection training		
Topics	Detailed instructions	Explanations
Intro to the project	<ul style="list-style-type: none"> • Introduce the trainers, field supervisors and data collectors • Present the organization(s)/ institute(s) financing and conducting the project • Present the training schedule • Present the project/goal of the project • Present theoretical background: RANAS approach • For follow-up survey: explain the interventions that have been implemented • Present the survey: sample size, selected communities, target persons • Present the data collection schedule: when, where, what 	A good knowledge about the project background and its aim is important (1) for a better understanding of the questionnaire and of the meaning of each question and (2) to increase the commitment for the data collection.
Intro to the survey instruments	<ul style="list-style-type: none"> • Describe the measurement approach and the applied survey instruments: • Describe the questionnaire and its different sections: • Instruction of the household selection. • Definition and selection of the target person in a household. • Introduction to the household. • Actual questionnaire with questions on socio-demographic factors, behavioral outcomes, and behavioral factors. • Describe the spot check protocol. 	There are many different methods to collect data. The data collectors have to be aware of the methods applied in the present project and why this methods are applied. A better understanding of the method will help them to conduct the surveys correctly.
Intro to question types	<ul style="list-style-type: none"> • Explain the different types of questions, demonstrate how to ask them and make sure that every data collector understands how to ask the questions and how to fill in the answers. The different questions types include: <ul style="list-style-type: none"> ○ Open questions. ○ Open questions with given response options. ○ Open multiple response questions. ○ Closed questions with rating scales. ○ Filter(ed) questions. • Especially the approach to measure the behavioral factors, i.e. the quantitative measurement by closed questions with rating scales, may be unfamiliar for data collectors. To increase the understanding, it may be helpful to use analogies from everyday life (e.g. measurement of temperature, hunger, motivation, or fear). 	To be able to conduct the interviews correctly, data collectors have to understand exactly the purpose of the different question types and how to ask them.

Content of a data collection training (continued)		
Topics	Detailed instructions	Explanations
Dos and don'ts	<p>The following non-exhaustive list of aspects should be discussed.</p> <ul style="list-style-type: none"> • Selection and introduction: <ul style="list-style-type: none"> ○ To select households according to the sample selection procedure. ○ To introduce to households according to the introduction section in the survey tools, including to obtain informed consent. ○ To select the participant (= target person) according to instructions in the survey tools. How to select the participant. • During the household survey: <ul style="list-style-type: none"> ○ To collect data and not to promote healthy behavior. ○ To be neutral; no lecturing, no applauding. ○ To ask each question type according to instructions. ○ Not to ask guiding questions or to suggest certain responses. ○ To conduct the interview with the participant only and ask possible spectators politely to leave without offending anyone. ○ To handle hesitant participants tactfully. ○ Not to form expectations or to make any promise that cannot be kept, e.g. that the household will get infrastructure for free if they participate ○ Not to hurry through the interview • After completing the interview and observations: <ul style="list-style-type: none"> ○ Thank the participant for sharing their time, thoughts, and experience 	<p>To ensure high quality data, the data collectors have to be aware of the dos and don'ts in data collection.</p> <p>Depending on the culture, dos and don'ts may differ. In some cultures, for example, the data collector can directly ask for the target person, in other cultures the data collector should talk to the head of household first. These local contexts have to be considered in the dos and don'ts list.</p>
Tablet intro	<p>If electronic tablets are used for data collection the training has to include an introduction in tablet manipulation. The data collectors should train actions such as:</p> <ul style="list-style-type: none"> • To turn the electronic tablet on and off. • To open, fill and save a questionnaire file. • To open and edit a completed questionnaire file. • To take GPS coordinates etc. 	<p>To work independently, the data collectors must be familiar with the important functions of the tablets.</p>
Questionnaire study	<p>Every data collector studies the questionnaire individually, notes questions and suggestions for the improvement of question formulations.</p>	<p>For good data quality it is crucial that the data collectors know the questionnaire well. A first step is to study it individually.</p>

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Content of a data collection training (continued)		
Topics	Detailed instructions	Explanations
Questionnaire discussion & translation	<ul style="list-style-type: none"> Go through every questionnaire section. Discuss each question one by one. Verify that every data collector understands each question and that all data collectors have the same understanding of each question. To verify correct understanding, let the data collectors explain by themselves how they understand the questions. If the questionnaire has been translated in a local language in advance, check with the data collectors that the translation of questions and response options is correct. If the questionnaire has not been translated into the local language in advance, translate every question verbally into the local language: Find a consent about the translation within the group, especially about the key words of every question. Integrate the translated key words into the questionnaire (paper-pencil and electronic). Ask for and take into consideration the data collectors' suggestions for the improvement of question formulations. Practice of the different question types through short role plays, e.g. every time when the question type changes in the questionnaire. It will help the data collectors to become familiar with different types of questions. 	For good data quality it is crucial that the data collectors know the questionnaire well and have the same understanding of the questions.
Selection procedure & intro: Exercises	<p>Train the household selection procedure in plenary :</p> <ul style="list-style-type: none"> E.g. draw a map of a community or simulate a community in the training room by means of chairs etc. Alternating, the data collectors try to apply the random selection method. Discuss the trials and clarify misunderstandings. Make sure that every data collector fully understands the selection procedure. Train the introduction to the household and the selection of the participant: Alternating, the data collectors try to introduce to the household. Discuss the trials and clarify misunderstandings. Make sure that they correctly ask to speak with the target person in a household. Make sure that they react correctly in case that the target person is not at home or not willing to participate. 	<p>Compliance to the sample selection procedure is essential to ensure a representative sample and thus has to be trained in depth.</p> <p>Further, data collectors are the main contact persons for the target population; they have to know how to represent the project and the implementing organization correctly.</p> <p>Also, during the introduction to the household data collectors usually have to determine the participant; they have to find out with whom in the household to conduct the interview. Thus, they have to be aware and fully understand who the target population group is.</p>

Content of a data collection training (continued)		
Topics	Detailed instructions	Explanations
Deal with difficult situations: Exercises	<ul style="list-style-type: none"> To learn to deal with difficult situations, role plays in the plenary are conducted: Trainers enact different difficult situations which may occur during a household survey, e.g. the participant is in a hurry, distracted or very talkative; a spouse or neighbor interrupts the interview repeatedly and comments on the responses etc. Alternating, the data collectors try to deal with the situation appropriately. The reaction is discussed in the plenary and the ideal reaction/solution is defined together. 	There is no standard participant and survey situation in the field; data collectors might be confronted with varying situations, some of which may be challenging. Through role plays we can learn to deal with them appropriately.
Spot checks: Discussion & exercises	<p>Discussion:</p> <ul style="list-style-type: none"> Discuss each spot check one by one; what to observe and how to observe it. Discuss the checklist to record the observation including the different response options. Make sure that all data collectors have the same understanding of the response options, e.g. when is a toilet classified to be clean or dirty. <p>Exercise:</p> <ul style="list-style-type: none"> If possible, simulate spot checks in the training room, the building or its surrounding. Otherwise, use pictures of the items to be observed for training. Let the data collectors apply the spot checks and fill the checklist. Discuss the results; clarify misunderstandings and verify that all data collectors have the same understandings of the response options. If the survey contains direct observations, proceed analogously: discuss the direct observation protocol in detail and enact a household situation with several key times (e.g. food preparation, toilet use, child feeding etc.) and let the data collectors observe and fill the observation form. 	For good data quality it is crucial that the data collectors have the same understanding of the spot checks and the different response options.
Tasks & responsibilities in the field	<p>The following non-exhaustive list of tasks and responsibilities in the field should be discussed:</p> <ul style="list-style-type: none"> Household selection. Number of interviews and observations to be conducted per day. Material to bring to the field (e.g. writing board, pen, identity card). Material to hand in to the supervisor every evening (e.g. tablet, filled questionnaires). Contact the supervisor in case of difficulties. 	Every data collector has to know his/her tasks and responsibilities in the field and whom to contact in case of problems.

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Content of a data collection training (continued)		
Topics	Detailed instructions	Explanations
Role play	<ul style="list-style-type: none"> • Each of the future data collectors conducts at least two mock interviews. • Instruction for the mock participants: Test the data collectors by enacting a real participant who might not understand questions, is impatient, wants to end the interview earlier etc. • Supervisors circulate between groups to monitor the interviews and assist. • Supervisors check the filled questionnaires for completion, inconsistencies and correct application of filter questions. • Supervisors give feedback to each data collector. • Negative and positive aspects observed during the role play are discussed in plenary. 	<p>Conducting an interview is practiced best in role plays. This is not only an exercise for the person having the role of the data collector but also the mock participant can learn by observation. Further, supervisors see where there might be problems or misunderstandings and give helpful advice.</p>
Pretest	<ul style="list-style-type: none"> • Every data collector conducts interviews and spot checks in at least two households and proceeds exactly as planned for the actual data collection. • Supervisors circulate between households to monitor the interviews and assist. They check the filled questionnaires for missing data and inconsistencies in answers that could indicate a misunderstanding of a certain question. • The data collectors report in plenary their experiences during the pretest and potential problems with the survey instruments, including the household selection, introduction, all questions and the spot checks. • Supervisors give individual and collective feedback on the pretest. 	<p>The pretest is essential. First, it is an important exercise for the data collectors Second, it is a</p>