

REPORT ON DATA MANAGEMENT TRAINING

31st July - 4th August 2017

BICO Head Office, Blantyre

1. Overview

A 5 day data management training was conducted for some members of staff at Blantyre Institute for Community Outreach (BICO) head office. The training which took place on 31st July - 4th August 2017 was organized to enhance the capacity in data management within the organization.

2. Training Objectives

- a. Improve staff understanding on mhealth
- b. Review Tropical data cleaning exercise
- c. Strengthen staff skills in data management using ODK and Stata/MS Access

3. Participation

The participants were 3 staff members from BICO

4. Conclusion and Recommendation

The main focus of the training was on data management using ODK and MS Access. Stata was not looked at due to limited time. Through the training, participants were able to code questionnaires under ODK, upload them on tablet (android configuration) and manage the data. However, participants need more time to practice more especially on how to manage data under MS Access where participants learnt how design a database and data entry forms. Therefore it will be recommended that all members of staff trained should regularly be given assignments as per this training, so that they should be able to improve their skills on the concepts learnt and work effectively.

Appendix: Training Program

DAY 1: 31 st July 2017 (Monday)		
<i>Time</i>	<i>Agenda Item</i>	<i>Presenter/responsible</i>
1/2 day	Travel and check in of participants	All
½ day	Cleaning data (tropical data), html updates from Tropical Data team	Master record trainer – alvin

DAY 2: 1 st August 2017 (Tuesday)		
<i>Time</i>	<i>Agenda Item</i>	<i>Presenter/responsible</i>
8:00am-08:30am	Welcome Remarks	Alvin
	Introduction	Alvin
	Ground rules	Alvin
	Objectives	Alvin
	Expectations from the training	Alvin
08:30am-09:00am	Mhealth –introduction	Alvin
09:00am-09:30am	ODK- definition	Alvin
09:30am-10:00am	ODK components	Alvin

10:00am-10:30 am	Healthy Break	All
10:30am-11:30	Questionnaire development- xml, xlsform	Alvin
11:30am-12:00	Download sample xlsform	All
All noon	Practice on questionnaire development	All

DAY 3: 2 nd August 2017 (Wednesday)		
<i>Time</i>	<i>Agenda Item</i>	<i>Presenter</i>
8:00am-11:00am	Questionnaire development exercise	All
11:00am-1:30pm	Healthy lunch	All
All noon	Introduction/understanding Aggregate	Alvin
12:00noon-1:30pm	Healthy Break	All
1:30pm-2:30pm	Practice on installing ODK collect and uploading questionnaire -practical	All

DAY 4: 3 rd August 2017 (Thursday)		
<i>Time</i>	<i>Agenda Item</i>	<i>Presenter</i>
8:00-8:15am	Recap	All

8:15am-9:30am	Introduction to Stata/MS Access	Alvin
9:30am-10:00am	Healthy Break	All
10:00am-12:00oon	Continuing with Stata/MS Access and Hands on practical	All
12:00noo -1:30 pm	Health Lunch	All
1:30pm-3:30pm	Exercises on Stata/MS Access	All
3:30pm-4:00 pm	Healthy Break	All
4:00pm-4:20 pm	Rap-up and feedback/End of Training Evaluation	All
4:00pm-4:20 pm	Closing remarks	

DAY 5: 4th August 2017 (Friday)

<i>Time</i>	<i>Agenda Item</i>	<i>Presenter</i>
09:00 am	Travel back	All