

SOP 4: Training Manual for Instructors

1. Introduction

This document is intended for ESPEN Collect trainers and will serve as a guide for all training courses on the use of the ESPEN Collect platform. This training will be required before each survey and will be organised by the ESPEN Collect trainers for the data entry operators.

The ESPEN Collect trainer must be familiar with the application as well as with the protocol of the survey to be carried out with ESPEN Collect. It is essential that the trainer has a good knowledge of “SOP 3: ESPEN Collect Step-by-Step Guide”, “SOP 4: Training Manual for Trainers” and “SOP 5: Organizing Surveys”.

This guide provides details on organising training, including planning, teaching methods and materials required. It also contains practical advice on how to engage participants and ensure effective training.

Trainers should read this guide carefully before delivering training to ensure a full understanding of procedures and expectations. By following this guide, trainers will be able to prepare and conduct effective training sessions, thereby contributing to the success of ESPEN Collect surveys.

2. Training Organization

The ESPEN Collect training can be carried out either face-to-face or online. We recommend face-to-face training when countries have no experience of using the platform. In this case, it is necessary to ask the ESPEN Collect team to send a trainer to train the data entry operators and supervisors.

If the country has experience of using ESPEN Collect, the training can be done online. Online training takes place in two stages. The first stage is to train the trainers (instructors). These instructors will then train the data collectors. This manual is intended for the instructors who will provide this training.

The training takes place over two days, for about two hours each day. The first day consists of a presentation of ESPEN Collect and all its functions. The training begins with a

theoretical session followed by a practical session. During the training, practical exercises are carried out and various aspects of ESPEN Collect's forms and functionalities are reviewed.

Training agenda

Day 1

- 10 minutes: Opening of the session and presentation of the objectives
- 20 minutes: Download and configuration of the ESPEN Collect application, followed by a question & answer session
- 1 hour: Presentation of forms, detailed exploration of each field in all forms, and saving forms
- 30 minutes: Questions & answers

Day 2

- 15 minutes: Recap of Day 1
- 15 minutes: Presentation of the elements to be considered during training
- 30 minutes: Presentation of data monitoring and visualization, practical exercises, and Q&A session

3. Training materials

To ensure successful training and understanding, you will need to prepare the following materials:

1. Mobile Phones with ESPEN Collect Installed:
 - Ensure that each mobile phone is equipped with the ESPEN Collect application and has an internet connection.
 - The preparation involves using the QR code to configure the ESPEN Collect project on each device.
2. PowerPoint presentation 'Training for Data Collectors':
 - You can find this presentation on the ESPEN portal under the ESPEN Collect documents section. Here is the link to access all ESPEN Collect documents: <https://espen.afro.who.int/tools-resources/documents/espen-collect>.
 - This presentation is generic. Before using it, you need to edit it and delete some slides. The sections to be deleted are those relating to the specific forms for lymphatic filariasis, onchocerciasis, schistosomiasis and soil-transmitted helminthiasis.
3. ESPEN Collect Quick Troubleshooting Guide:
 - This document is also available on the ESPEN portal. It provides best practices and tips for solving common problems that data collectors may encounter in the field.
4. Other Useful Documents:
 - ESPEN Collect Training for Trainers: The document used to train instructors.
 - The Seven ESPEN Collect SOPs: A series of SOPs covering different aspects of using the ESPEN Collect platform.

By ensuring that all necessary training materials are prepared and readily available, trainers can deliver effective and comprehensive training sessions. This preparation will help

participants gain a thorough understanding of the ESPEN Collect platform and be well-equipped to perform their data collection tasks efficiently.

4. Training content

The training should cover the following topics:

1. Introduction to ESPEN Collect:
 - An introduction to the platform, its objectives, and its importance in data collection for PC-NTD surveys.
 - Downloading and Installing the Application
2. A step-by-step guide to downloading and installing the ESPEN Collect application on mobile devices.
3. Configuring the Application: A detailed description of how to configure the application.
4. Using the Forms:
 - A detailed explanation of each form field.
 - Instructions on how to fill in and save forms.
5. Practical exercises:
 - A series of practical exercises to reinforce learning.
 - Activities such as creating new surveys, collecting data and synchronising data.
6. Data monitoring and visualisation:
 - A presentation of data monitoring and visualisation tools.
 - Usage of online dashboards.
7. Error management and supervision:
 - Actions to be taken by data collectors in the event of errors and unforeseen events.
 - Techniques and tools for cleaning and validating collected data.
8. Questions & Answers: Interactive sessions to answer participants' questions and clarify important points.

By following this structure, instructors will be able to provide comprehensive and engaging training, ensuring that data entry operators are well prepared to use the ESPEN Collect platform effectively.

5. Training methods

To ensure effective and engaging training, it is important to use a variety of teaching methods adapted to the needs of the participants. Here are some recommendations for structuring your training sessions:

Visual presentations

Use PowerPoint presentations to introduce key concepts and features of the ESPEN Collect platform. Make sure the slides are clear, concise and visually appealing. Include screenshots of the application to illustrate key points.

Interactive Discussions

Encourage participants to ask questions and share their experiences. Interactive discussions help to clarify concepts and reinforce learning. Use open-ended questions to stimulate reflection and engagement.

Practical exercises

Incorporate practical exercises throughout the course to enable participants to put into practice what they have learned. For example, ask them to set up the ESPEN Collect application on their devices, fill in test forms and synchronise data.

Case studies

Use case studies based on real-life scenarios to illustrate the application of concepts in real-life situations. Case studies help participants understand how to use ESPEN Collect in their surveys.

Feedback and review

At the end of each training session, ask participants to provide feedback on what they have learned and what aspects of the training could be improved. Use this feedback to adjust and improve future sessions. Also review key points to reinforce learning.

Use of Support Materials

Distribute training materials such as the ESPEN Collect Quick Trouble Shooting Guide. These resources can be used by participants to review concepts after training and to help them in their day-to-day work.

By using these teaching methods, trainers will be able to create a dynamic and effective learning environment, promoting better understanding and use of the ESPEN Collect platform by data entry operators.

6. Training evaluation

To ensure the effectiveness of the training process and promote continuous improvement, it is essential to evaluate training sessions on a regular basis. This section describes the methods used to evaluate participants' knowledge and the steps for continuously improving the training programme.

6.1. Pre-Training and Post-Training questionnaires

Pre-course questionnaire :

Before the start of the course, distribute a pre-training questionnaire to assess participants' initial knowledge of the ESPEN Collect platform. This initial assessment will help identify specific areas where participants may need additional attention during the training sessions.

Post-Training Questionnaire:

At the end of the training, distribute a post-training questionnaire to assess the knowledge and skills acquired by the participants. By comparing the results of the pre-training and post-training questionnaires, you can measure the effectiveness and impact of the training. This comparison will highlight areas for improvement and the overall success of the training programme.

7. Example of Pre-Test / Post-Test Questionnaire

What is the ESPEN Collect platform and its primary objective?

- A messaging application
- A data collection platform for PC-NTD surveys
- A project management tool
- An accounting software

What are the steps to download and install the ESPEN Collect application on a mobile device?

- Go to the ESPEN Collect website, download the application, and install it
- Download the application from Google Play Store or Apple App Store, then install it
- Receive the application via email and install it
- Use a direct download link provided by the supervisor

How do you configure the ESPEN Collect application after installation?

- Manually enter the configuration settings
- Scan a QR code provided by the supervisor
- Download a configuration file from the website
- Use the default settings of the application

What are the key elements to check when entering data into an ESPEN Collect form?

- Accuracy of the entered information
- Completeness of required fields
- Verification of GPS coordinates
- All of the above

How do you save a completed form in the application?

- Click the "Save" button
- Click the "Finalize" button
- Click the "Submit" button
- Click the "Record" button

Describe an activity you might perform using ESPEN Collect.

- Create a new survey
- Collect data in the field
- Synchronize collected data
- All of the above

What tools are available in ESPEN Collect for data monitoring and visualization?

- Online Metabase dashboards
- PDF reports
- Interactive charts
- All of the above

What should you do if you accidentally add an extra item in a repeating section of a form?

- Ignore the extra item
- Remove the item before exiting the loop
- Inform the supervisor
- Restart the application

What should you do if you realize a mistake after finalizing a form?

- Edit the form in the application
- Immediately inform your supervisor
- Delete the form and start over
- Ignore the mistake

How can you ensure accurate data collection?

- Verify GPS accuracy
- Review all responses before finalizing the form
- Use unique participant IDs
- All of the above

What should you do if you encounter a validation error like “age must be between 0 and 99 years”?

- Ignore the error and continue
- Check and correct the question where the error occurred
- Restart the application
- Inform the supervisor

What should you do if you can't find a region, district, or site in the form?

- Verify that the information was correctly entered in the site form
- Select the correct region and district
- Confirm that the site has been finalized
- All of the above

What steps can you take if you can't get GPS coordinates?

- Enable GPS
- Move outdoors to improve signal strength
- Contact your supervisor
- All of the above

What should you do if you have trouble uploading large files due to bandwidth limits?

- Reduce the file size before uploading
- Upload files in smaller batches
- Use a faster internet connection
- All the above

Who should you contact if you don't know your Recorder ID?

- A colleague
- Your supervisor
- Technical support
- The survey manager

What should you do if you need additional support or have questions during data collection?

- Consult the ESPEN Collect Quick Troubleshooting Guide
- Contact your supervisor
- Join the support WhatsApp group
- All the above

7. Conclusion

By following the guidelines outlined in this training manual, ESPEN Collect trainers will be well-prepared to deliver effective and engaging training sessions. This will ensure that data collectors are confident in using the ESPEN Collect platform.

Next, we will delve into SOP 5: Organizing Surveys, which provides detailed instructions on conducting surveys using the ESPEN Collect platform. This SOP will cover essential aspects such as survey design, logistics, and data management to ensure smooth and efficient survey operations.