

---



---

APPENDIX 13: INTERVIEWER TRAINING TOPICS

---



---

APPENDIX 10: CDC STUDY OF WOMEN'S WELL BEING  
FIELD INTERVIEWER TRAINING TOPIC AREAS

Day 1: [DATE]

MODULE	DURATION	FORMAT	STAFF
<b>1. INTRODUCTION TO THE STUDY OF WOMEN'S WELL BEING</b> <ul style="list-style-type: none"> <li>· Trainee introductions/icebreaker</li> <li>· Introduction of project staff</li> <li>· Maintaining confidentiality and data security</li> <li>· Description and purpose of the women's well being project</li> </ul>	9:00 - 9:30  (one room)	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Discussion</li> </ul>	
<b>2. TRAINING OVERVIEW</b> <ul style="list-style-type: none"> <li>· Training objectives</li> <li>· Review roles and activities</li> </ul>	9:30 - 10:00  (one room)	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Discussion</li> </ul>	
<b>3. OVERVIEW OF FIELD DATA COLLECTION</b> <ul style="list-style-type: none"> <li>· Locate the housing unit</li> <li>· Screen the household for eligibility (PAPI)</li> <li>· Conduct the interview</li> </ul>	10:00 - 10:15  (one room)	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Discussion</li> </ul>	
<b>BREAK</b>	10:15 - 10:30		
<b>4. INTRODUCTION TO WOMEN'S WELL BEING DATA COLLECTION</b> <ul style="list-style-type: none"> <li>· Basic sampling skills               <ul style="list-style-type: none"> <li>- What is sampling?</li> <li>- Data collection exercises</li> </ul> </li> <li>· Basic interviewing skills               <ul style="list-style-type: none"> <li>- Screener introduction</li> </ul> </li> </ul>	10:30 - 11:30  (two rooms)	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Discussion</li> </ul>	
<b>5. WALKTHROUGH OF THE PAPI INSTRUMENT</b> <ul style="list-style-type: none"> <li>· Screener introduction</li> <li>· Questionnaire introduction, including section by section description and purpose</li> <li>· Introductory mock to familiarize trainees with the PAPI screener and questionnaire</li> </ul>	11:30 - 12:30  (two rooms)	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Hands-on</li> </ul>	
<b>LUNCH</b>	12:30 - 1:30		
<b>6. WALKTHROUGH RECORDING RESPONSES AND SELF-EDITING</b> <ul style="list-style-type: none"> <li>· Question-by-question description and purpose</li> <li>· Focus on skip patterns</li> <li>· Exercise for recording responses</li> </ul>	1:30 - 2:30  (two rooms)	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Interactive role-playing</li> </ul>	

<b>7. GAINING COOPERATION</b> · Job aids · Ask the experts: Trainees ask questions of the staff	2:30 - 3:15  (two rooms)	▪ Lecture ▪ Interactive role-playing	
<b>BREAK</b>	3:15 - 3:30		
<b>8. MOCK #1</b> · An introductory mock to practice using the screener and questionnaire - Basic Gaining Cooperation skill - Emphasis on importance of informed consent - Sensitivity and cultural issues associated with questions	3:30 - 5:00  (two rooms)	▪ Lecture ▪ Interactive role-playing	
<b>9. REVIEW OF DAY 1</b> · Answer trainees' questions · Review Day 1 training objectives · Assign homework	5:00 - 5:15  (one room)	▪ Lecture ▪ Discussion	

<p><b>CDC STUDY OF WOMEN'S WELL BEING</b>  <b>FIELD INTERVIEWER TRAINING TOPIC AREAS</b></p> <p>Day 2: [DATE]</p>
---

MODULE	DURATION	FORMAT	STAFF
<b>10. WELCOME AND Q&amp;A FROM DAY 1</b> · Answer trainee questions · Review homework · Day 2 training objectives	9:00 - 9:15  (one room)	▪ Lecture ▪ Discussion	
<b>11. GAINING COOPERATION</b> · FAQ practice: Trainees respond in their own words · Potential risks -- safety and emotional · Addressing respondent distress	9:15 - 10:15  (two rooms)	▪ Lecture ▪ Interactive role-playing	
<b>BREAK</b>	10:15 - 10:30		
<b>12. COLLECTING INTERVIEW DATA</b> · Basic data collection skill review - Determining who to interview - Locating them on the map - Interviewing - Maintaining records of call · Data collection exercises - Recording responses - Self-editing	10:30 - 12:30  (two rooms)	▪ Lecture ▪ Discussion ▪ Editing exercise	
<b>LUNCH</b>	12:30 - 1:30		

<p><b>13. MOCK #2</b></p> <ul style="list-style-type: none"> <li>· Complete questionnaire mock <ul style="list-style-type: none"> <li>- Practice advanced Gaining Cooperation skills</li> <li>- Practice interviewing skills</li> <li>- Pair interviews</li> </ul> </li> </ul>	<p>1:30 - 2:30  (two rooms)</p>	<ul style="list-style-type: none"> <li>▪ Interactive role-playing</li> </ul>	
<p><b>14. MOCK #3</b></p> <ul style="list-style-type: none"> <li>· An advanced mock to demonstrate skills needed from arrival at HH through close of case <ul style="list-style-type: none"> <li>- Practice data collection skills</li> <li>- Practice advanced response coding and editing skills</li> </ul> </li> </ul>	<p>2:30 - 3:15  (two rooms)</p>	<ul style="list-style-type: none"> <li>▪ Interactive role-playing</li> </ul>	
<p><b>BREAK</b></p>	<p>3:15 - 3:30</p>		
<p><b>15. INTERVIEWER CERTIFICATION</b></p> <ul style="list-style-type: none"> <li>· Trainees will be evaluated by training staff. All trainees must successfully complete this mock, which will include HH identification, introduction at the door, using materials, gaining cooperation, screener administration, respondent selection, questionnaire administration, response coding, and self-editing.</li> </ul>	<p>3:30 - 5:00  (two rooms)</p>	<ul style="list-style-type: none"> <li>▪ Interactive role-playing</li> <li>▪ Editing exercise</li> </ul>	
<p><b>16. REVIEW OF DAY 2 WORDS OF ENCOURAGEMENT</b></p> <ul style="list-style-type: none"> <li>· Review training objectives</li> <li>· Congratulations and good luck!</li> <li>· Answer trainees' questions</li> </ul>	<p>5:00 - 5:15</p>	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Discussion</li> </ul>	