

Sample of Training Agenda

For Regional and Zonal Supervisors

Day 1	
Introduction	Plenary
Objectives of workshop	Plenary
Coverage survey methodology	Plenary
Role and Responsibilities	Plenary
Key EPI Basics	Plenary with interactive sessions

Day 2	
Selecting households randomly	Plenary and exercise in small groups
Review of (health facility) questionnaires	Small group
Most frequently encountered problems	Plenary
Review of field supervisor checklist	

Day 3	
Different household scenarios – Role Play	Plenary and small group exercises
Supervisor's / Enumerator's To Do List (Quality Insurance, Reporting and Reviewing)	Plenary and Discussion
Flexible time for discussion	Plenary
Logistics and administrative issues (not for enumerators)	Plenary
Presentation Training Agenda for Field Supervisors / Enumerators	Plenary
Q&As	

For Field Supervisors

Day 1	
Introduction	Plenary
Objectives of workshop	Plenary
Coverage survey methodology	Plenary
Role and Responsibilities	Plenary
Key EPI Basics	Plenary with interactive sessions
Selecting households randomly	Plenary and exercise in small groups
Review of (health facility) questionnaires	Small group

Day 2	
Most frequently encountered problems	Plenary
Review of field supervisor checklist	
Different household scenarios – Role Play	Plenary and small group exercises
Supervisor’s / Enumerator’s To Do List (Quality Insurance, Reporting and Reviewing)	Plenary and Discussion
Flexible time for discussion	Plenary
Logistics and administrative issues (not for enumerators)	Plenary
Presentation Training Agenda for Field Supervisors / Enumerators	Plenary
Q&As	

For Enumerators

Day 1	
Introduction	Plenary
Objectives of workshop	Plenary
Coverage survey methodology	Plenary
Role and Responsibilities	Plenary
Key EPI Basics	Plenary with interactive sessions

Day 2	
Selecting households randomly	Plenary and exercise in small groups
Review of (health facility) questionnaires	Small group
Most frequently encountered problems	Plenary
Review of field supervisor checklist	

Day 3	
Different household scenarios – Role Play	Plenary and small group exercises
Supervisor's / Enumerator's To Do List (Quality Insurance, Reporting and Reviewing)	Plenary and discussion
Flexible time for discussion	Plenary
Preparation of field exercise and logistics	

Day 4	
Field exercise in teams (interviews of households with children)	
Field Supervisors report to Zonal Supervisors	
Zonal Supervisors provide feedback to Enumerators	

Day 5	
Lessons learned from field exercise	
Administrative and Logistic Issues	