**ACTwatch Lite Qualitative Training Package**

**README: Information and instructions for users**

This folder contains the complete training package for ACTwatch Lite qualitative data collection.

It is designed to support the training of qualitative interviewers and field supervisors in conducting in-depth interviews using the ACTwatch Lite methodology. This package should be used as a starting point and adapted to your local context and study-specific needs. You may modify the content, update language, and adjust timing as appropriate.

The materials cover the essentials for a 5-day training, including introductory concepts, mock interviews, field pre-test preparation, transcription and translation, and data management.

This package is intended for implementing partners, national research teams, external research agencies, field team supervisors and interviewers.

Why this is important:

* Builds interviewer skills in qualitative research, active listening, probing, and ethics
* Ensures consistency and quality in qualitative data collection across countries and teams
* Supports the successful implementation of ACTwatch Lite’s qualitative component
* Strengthens capacity in transcription, translation, and data handling

**What is included in this training package:**

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| Folder | What it contains |
| **01\_Agenda and Facilitator Notes** | 5-day training agenda and daily facilitator notes with key session objectives, instructions, and discussion tips |
| **02\_Slides** | PowerPoint presentations introducing ACTwatch Lite, qualitative research concepts, interviewing skills, and data management  **Review and adapt all slides based on your country context, survey specifics, team structure and needs.** |
| **03\_Interview Guide** | Finalized qualitative discussion guide used during in-depth interviews (to be adapted to country context)  **Replace these tools with the questionnaire and forms for your given implementation** |
| **04\_Additional Materials** | Supporting tools including quick reference guides and practical evaluation forms |

**Instructions for use:**

1. Begin with the agenda and facilitator notes
   * Review the 5-day training schedule and the facilitator notes for each session. These notes provide talking points, timing suggestions, and facilitation guidance.
2. Review and adapt slide decks and practice activities
   * Slides are organized by module.
   * Adapt slide content to reflect your country context, study design, and interviewer experience level. These slides support classroom sessions on qualitative methods, interviewing skills, and logistics.
3. Print key materials for each participant:
   * All quizzes and worksheets
   * A “paper” or printable version of your interview guide
   * All study information sheets and consent forms (e.g. written/ verbal)
   * Quick reference guides
   * Practical evaluation sheets
4. Adapt field tools and logistics
   * Ensure transcription and data handling protocols align with local tools and platforms
   * Prepare for the field pre-test by arranging suitable respondents and testing equipment