**ACTwatch Lite Quantitative Training Package**

**README: Information and instructions for users**

This folder contains the complete training package for ACTwatch Lite quantitative data collection. It is designed to support the training of data collectors, field team supervisors, and support staff in conducting private sector outlet surveys using the ACTwatch Lite methodology. Use this folder as a starting point and adapt it to your local context and study-specific needs. Add or remove content, update language, and adjust timing as appropriate.

The package includes materials for classroom learning, field pilot preparation, and team deployment—covering everything needed to plan, deliver, and evaluate a multi-day training. It is modular and adaptable for both new and experienced teams across a variety of country contexts

The package is intended for national and regional field teams, research coordinators, implementing partners, master trainers, and logistics leads. While some materials are specific to data collectors, others are tailored to support field team supervisors.

Why this is important:

* Ensures standardized, high-quality data collection across settings and survey rounds
* Prepares teams to collect actionable data aligned with study objectives and national program needs
* Reinforces understanding of malaria commodities, provider types, survey tools, data quality protocols, and other essential content for this study

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

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| Folder | What it contains |
| 01 Trainer manual and agenda | Core manual for trainers and sample agendas (full and refresher) |
| 02 Slide templates | Eight module-based PowerPoint presentation templates for adapting to use for classroom, pilot and field team supervisor sessions  **Review and adapt all slides based on your country context, survey specifics, team structure and needs.** |
| 03 Exercises and tests | Pre/post-tests, hands-on worksheets and quizzes with answer keys, final exam, and photo bank for additional practice |
| 04 Survey tools | Placeholder files for the paper questionnaire, study information sheet, and consent forms  **Replace these tools with the questionnaire and forms for your given implementation** |
| 05 Additional materials | Additional product photos for practice, quick reference guides for data collectors, and a training evaluation form |

**Instructions for use:**

1. Start by reviewing the Trainer Manual
   * This manual includes a full agenda, training objectives, and facilitation tips.
2. Review and adapt the agenda to your team and setting
   * Two versions are included: a full training (10–12 days) and a shortened refresher (4-5 days). Adjust based on team experience and available time.
3. Review and adapt slide decks and practice activities
   * Slides are organized by module. Practice exercises and quizzes are included to assess learning.
4. Print key materials for each participant:
   * All quizzes and worksheets
   * A “paper” or printable version of your quantitative questionnaire
   * All study information sheets and consent forms (e.g. written/ verbal)
   * Quick reference guides
5. Prepare your digital tools
   * Ensure the ODK or other digital version of the quantitative questionnaire that will be used for data collection is set up, test tablets are available, and practice interviews can be conducted before pilot launch.
   * Ensure the form is de-bugged and tested, GPS is working, forms can be properly saved and submitted.
6. Review and adapt the quick reference guides
   * Ensure quick reference guides align with study specific protocols; consider adding FAQ and additional points that arise from training