



# Institute of Primate Research

---

## STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

### Training and mentorship delivery

SOP No.	Issue Number	Issue Date	Revision Status	Revision Date
SOP/KIPRE/RPD/DSAS/3.1.76	Version 01	October 2025	-	-

**Approvals**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Developed by:</b>	<u>Patrick Waweru Mwaura</u>	<u></u>	<u>6<sup>th</sup> October; 2025</u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
<b>Reviewed by:</b>	<u></u>	<u></u>	<u></u>
<b>Approved by:</b>	<u></u>	<u></u>	<u></u>

## **Table of Contents**

1. PURPOSE.....	4
2. SCOPE .....	4
3. PERSONS RESPONSIBLE: .....	4
4. FREQUENCY.....	4
5. MATERIALS.....	4
6. PROCEDURE.....	4
7. REFERENCES .....	4

## 1. PURPOSE

To establish standard procedures for delivering training and mentorship in data science, biostatistics, bioinformatics, and analytics, ensuring capacity building within KIPRE and among collaborators.

## 2. SCOPE

Covers all internal staff training, mentorship for junior researchers, and external training partnerships coordinated by DS&AS.

## 3. PERSONS RESPONSIBLE:

- **Head of DS&AS:** Approves annual training plan.
- **Training and Outreach Officer:** Coordinates delivery, logistics, and records.
- **Senior Data Scientists/Biostatisticians:** Provide mentorship and technical training.
- **Collaborating Universities/Institutions:** Support joint training programs.

## 4. FREQUENCY

- **Annual training calendar** with quarterly workshops.
- **Mentorship:** Continuous, project-specific, with biannual evaluations.

## 5. MATERIALS

- Training modules and manuals.
- E-learning platforms (Moodle, Coursera, institutional LMS).
- Statistical and programming software (R, SAS, Python).
- Feedback and evaluation forms.

## 6. PROCEDURE

1. **Needs Assessment:** DS&AS identifies skills gaps through staff surveys and project reviews.
2. **Planning:** Develop annual training plan and mentorship framework.
3. **Delivery:** Conduct workshops (in-person/online), seminars, and coding bootcamps.
4. **Mentorship:** Assign senior staff to mentor junior staff and students on active projects.
5. **Evaluation:** Collect participant feedback and assess skill improvements.
6. **Documentation:** Archive training materials, attendance, and evaluations in DS&AS repository.

## 7. REFERENCES