

**Institute of Primate Research**

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**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Training and mentorship delivery**

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| **Approvals** |  |  |  |
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# 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.

# SCOPE

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

# 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.

# FREQUENCY

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

# MATERIALS

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

# 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.

# REFERENCES