

**Institute of Primate Research**

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

**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Training and mentorship delivery**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** |  |  |  |
|  | **Name** | **Signature** | **Date** |
| **Developed by:** | \_Patrick Waweru Mwaura\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_6th October; 2025\_** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Reviewed by:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Table of Contents**

[1. PURPOSE 4](#_Toc144316958)

[2. SCOPE 4](#_Toc144316959)

[3. PERSONS RESPONSIBLE: 4](#_Toc144316960)

[4. FREQUENCY 4](#_Toc144316961)

[5. MATERIALS 4](#_Toc144316962)

[6. PROCEDURE 4](#_Toc144316963)

[7. REFERENCES 4](#_Toc144316964)

# 

# 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