



# TRAINING MODULE

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# DATA COLLECTION BEST PRACTICES

## FIELD STAFFS TRAINING MODULE



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# LEARNING OBJECTIVES

 Identify common data collection errors

 Apply 5-step data validation process

 Complete registers with 95% accuracy

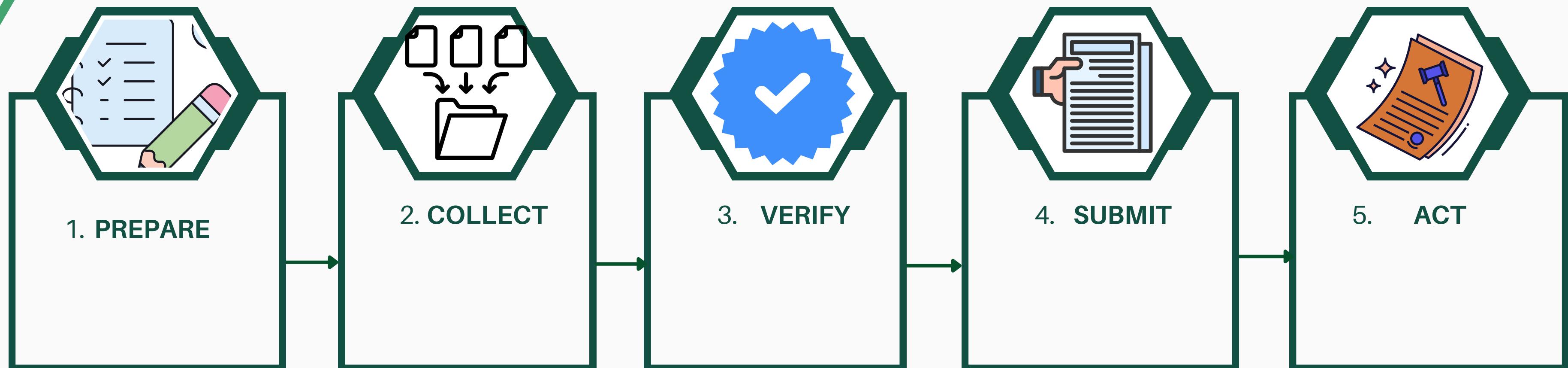
 Use digital tools (KoboCollect, LamisLite)

 Troubleshoot common field data issues



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# THE 5-STEP DATA COLLECTION PROCESS



Each step has specific quality checks

# COMMON ERRORS AND SOLUTIONS

ERROR ✗	SOLUTION ✓
MISSING CLIENT ID	ALWAYS START WITH ID NUMBER
ILLEGIBLE WRITING	USE CAPITAL LETTERS CLEARLY
INCORRECT DATES	FOLLOW DD/MM/YYYY FORMAT CONSISTENTLY
SKIPPED FIELDS	CHECK EACH LINE BEFORE MOVING.
MATH ERRORS	DOUBLE CHECK ALL TOTALS



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# PROPER REGISTER COMPLETION

## BEFORE

Name: J\_hn

Age: \_\_

Date: 12/\_/25

Status: TBD



## AFTER

Name: John

Age: 25

Date: 12/01/2025

Status: ACTIVE

## Key Improvements:

- Complete information.
- Clear handwriting
- Standard formatting
- Specific codes used.

"If it's not documented, it didn't happen"



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# ACTION PLAN & NEXT STEPS



## IMMEDIATE ACTIONS (This week)

- Review the 5-step process daily
- Practice with sample registers
- Partner with a colleague for peer review

## ONGOING PRACTICES (Monthly)

- Attend refresher sessions
- Submit error logs for learning
- Share best practices in team meetings

## RESOURCES AVAILABLE

- Quick Reference Guide
- Video Demonstrations
- Mentor Support Network

Thank you for your commitment to quality data!