**BILLY COVID 19 IMPACT PHONE SURVEY**

**Field Officer Training Schedule**

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| **May, Wednesday 12th** | |  |
| **Time** | **Activity** | **Trainer** |
| 09:00 am | * Logging into zoom * Ensure everyone is online and has all training documents * Contracts Review & other HR issues | *Alex* |
| 09:15 am | * Training Agenda * Training Expectations | *Alex* |
| 09.20 am | * Introduction to BILLY COVID 19 Phone survey | *Caroline* |
| 09:30 am | * COVID 19 Questionnaire – paper version | *Everyone* |
| 11:30 am | * Tablet survey – case management/ call sheets | *Alex/ field officers* |
| 12:00 noon | * One on one trials via phone – offline and surveys to be submitted. * *(Field officers call each other and complete surveys while checking the survey flow and skip patterns)* | *Offline activity for all field officers* |
| **01.00 pm** | **LUNCH BREAK** |  |
| 03:00 pm | * Discussion on the survey trials * Phone survey protocol | *Alex/ Caroline* |
| 04:00 pm | * AOB and Wrap up |  |