

# **FACILITATOR GUIDE**

## **INFORMATION MANAGEMENT**

### **MODULE 2**

#### **Data Management Concept**

## **Acknowledgements**

This Module was prepared by Justus and Julius  
better information management.

## **MATERIALS:**

1. Handouts,
2. Slides
3. Computer
4. Overhead projector
5. Flip chart
6. Markers and pens
7. Note books
8. Exercise sheets

**TIMELINE:** 45 Minutes

## **METHODOLOGY:**

1. Lecture
2. Individual exercise

## **ADVANCE PREPARATION:**

1. Printing notes
2. Familiarize oneself with the topic and slides
3. Ensure that the exercise sheets are pre-printed prior to the presentation
4. Prepare at least 2 different facilitators to take the class through the practical session

## **FACILITATORS STEP-BY STEP INSTRUCTIONS:**

1. Welcome and Introduction
2. Present module overview
3. Recap presentation using the exercises
4. Ask if there is any question.
5. Distribute handouts

## **FACILITATORS NOTES**

- Define data and the life cycle of data sets
- Describe laboratory data analysis and use at the different levels of need

## **SLIDE OF POWERPOINT PRESENTATION**

## **SITUATION ANALYSIS/ EXERCISES**

- 1) Tabulated sheet detailing the exercise for the session.
- 2) Practical session should be interactive and a hands-on approach where the participants are allowed to practice.

## **ASSESSMENT REVIEW**

1. What is data?
2. What are the types of data use?
3. What are forms of data?

## **REFERENCES**

- GLI TB training package (<http://www.stoptb.org/wg/gli/trainingpackages.asp>)