



Data Collection and Analysis Training Starter

Objectives: All participants in the training will be able to:

- Identify reliable sources of data to collect
- Examine key questions to analyze data
- Summarize trends and determine next steps following data analysis

Total Amount of Time: _____

Number of Participants: _____

Preparation: _____

Materials: _____

Training Opening

- Engage Participants _____ minutes
(Begin with icebreaker/warm-up activity related to the topic.)

- Introduce the Topic _____ minutes
(Motivate participants, show them why the topic is important, and share objectives and agenda.)

Training Middle

_____ minutes

- Ask participants what they already know about collecting and analyzing data. Is it something they do regularly? Do they only collect mandatory information? How do they use the information? Build comfort with the topic by sharing simple examples of data that most programs collect.
- Have participants work in pairs to identify possible types of data to collect and ways the information can be broken down. Also encourage partners to identify reasons why that information would be useful. Often, participants may collect too much information because they think that the more they have access to, the better. However, more information can be overwhelming and take too much staff time to process. Make sure participants are only planning to collect information that they actually need or plan to use.
- Once pairs have shared out the types of data they are interested in collecting, direct them to page 1 of the Data Collection and Analysis Tool. This will help them to think through the 5 W's of data collection: who, what, where, when and why. Have pairs or groups complete the first page of the tool using ideas from their discussion.





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- Direct participants to page 2 of the Data Collection and Analysis Tool to help them identify trends within the data and use this information to help guide next steps. The data tells a story about what is happening in the program, and could indicate important changes over time. Challenge participants to think about what information they could discover simply by looking at the data over an extended period of time. This information can then be used to drive decision making and action steps.
- Finally, have the participants discuss potential challenges in small groups using page 3 of the Data Collection and Analysis Tool. Reflective questions may include: What are barriers to collecting and analyzing data? What are some possible solutions?

Training Wrap-up and Closing

- Summarize and Consolidate _____ minutes
(Connect again to the objectives, check for understanding, and discuss questions.)

- Plan Next Steps _____ minutes
(Be specific about application to immediate practice.)

- Closing Comments _____ minutes
(Acknowledge, motivate, and inspire.)

Post-training Assessment and Revision

- Check effectiveness of training through formal or informal assessment.
- Note changes to make in future training events.
- Note areas for additional training.

