

[www.ifrc.org](http://www.ifrc.org)  
Saving lives,  
changing minds.

International Federation of Red Cross Red Crescent Societies

Innovation and Learning Unit

Reference Centre for Institutional Disaster Preparedness



Federación Internacional de Sociedades  
de la Cruz Roja y de la Media Luna Roja

## Training Plan

# Data Design, Collection, Analysis and Reporting Course

## 1. General Information:

- ✓ In-classroom hours: 8 hours.
- ✓ Days: One day.

## 2. Requirements:

### Academic training:

- ✓ Member of the National Society for at least two years
- ✓ High school education

### Individual characteristics:

- ✓ Of legal age
- ✓ Leadership
- ✓ Teamwork.
- ✓ Effective communicator
- ✓ Analysis and synthesis capacity
- ✓ Self-taught.
- ✓ Empathetic
- ✓ Proactive

### Experience:

- ✓ Community work
- ✓ Knowledge of participatory and inclusive methodologies
- ✓ Preparation and drafting of reports
- ✓ Knowledge of ICT tools
- ✓ Knowledge of spreadsheets
- ✓ Use of web browsers.
- ✓ Use of smart mobile devices

### Other requirements

- ✓ Apply to a short-listing process

## 3. Course description

The course is aimed at all people who wish to increase their data design, collection, analysis and reporting skills.

The course consists of four modules distributed across two areas of training, which are:

- I. Basic training area  
Module 0: Online training that includes World of the Red Cross, Strategy 2020, Code of Conduct, StaySafe and basic volunteer course.  
Module I: Introduction.
  
- II. Specific training area  
Module II: Design, Collection, Analysis and Reports

#### **4. Course objectives:**

##### **Overall:**

Train volunteers that have the technical capacity to design data collection tools, plan for data collection and management, analyse generated data, and order, tabulate and generate reports.

##### **Specifics:**

By the end of the Design, Collection and Analysis course, participants should be able to:

- Plan the process for designing and drafting a data collection tool.
- Design a survey.
- Collect information
- Technically analyse data generated by surveys
- Tabulate and graph
- Draw conclusions

#### **5. Profiles for admission to and graduation from the course.**

##### **a) Admission Profile:**

Gaining admission to the Design, Collection, Analysis and Reporting course requires meeting desirable criteria that ensures that new participants have the knowledge, abilities, capacity and values needed to successfully meet the training plan's demands.

- Experience in the humanitarian field
- Effective communicator
- Able to work as part of a team
- Knowledge of technological tools
- Knowledge of ICTs

##### **b) Graduation profile:**

The expected profile of Design, Collection, Analysis and Reporting course graduates includes expected capacity and competencies of what they should **know, do and be** by the end of their training process. That profile is consistent with specific areas in their fields of action:

**What they should know:**

- Basic Office components
- Basic drafting skills
- Knowledge of spelling rules
- Knowledge of math and calculus
- Calculator use
- Computer use

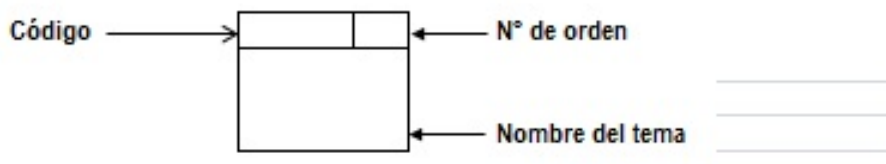
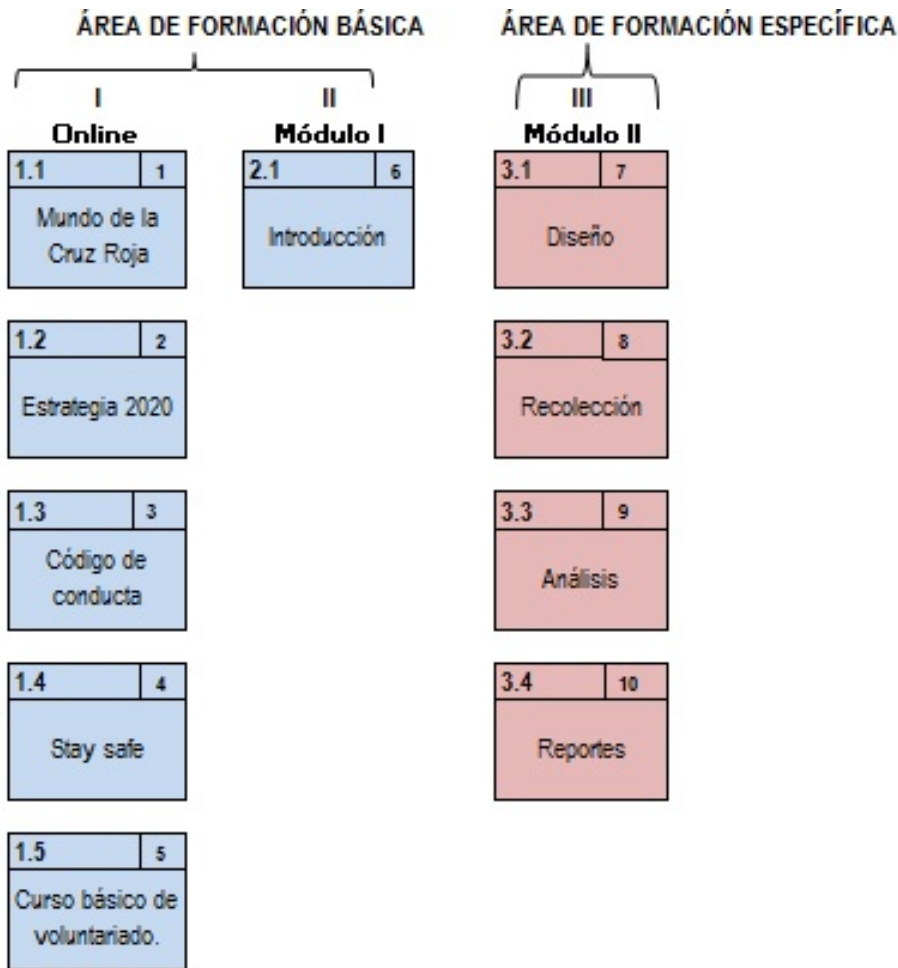
**What they should be able to do:**

- Select a study sample
- Design a survey
- Draft a survey
- Validate a survey
- Data collection techniques
- Data ordering
- Design forms.
- Structure of a report

**What they should be:**

- Self-taught
- Innovative
- Researcher
- Team player
- Effective communicator
- Capacity for analysis and synthesis.
- Respectful of cultural diversity
- Empathetic
- Proactive.
- Committed to fundamental principles

## 6. Curriculum



## 7. Summary of or organizing of course content

### Lesson 1 Introduction

- ✓ Meeting participants and facilitators
- ✓ Participants' expectations
- ✓ Purpose and objectives
- ✓ Logistical aspects
- ✓ Course agenda
- ✓ Materials to be used during the course

- ✓ Evaluation
- ✓ Other aspects of the course.

## **Lesson 2 Designing Data Collection Tools**

- ✓ The importance of data collection.
- ✓ Process for designing and drafting a data collection tool
- ✓ Selecting the sample for the study.
- ✓ SMART Recommendations.
- ✓ Survey validation process.

## **Lesson 3 Collection**

- ✓ Data collection techniques
- ✓ Data collection and management

## **Lesson 4 Data Analysis**

- ✓ Quantitative data generated from surveys.
- ✓ Ordering data in written, tabular and graphical form.
- ✓ Comparing data against different variables and against adequate secondary sources.
- ✓ Form design
- ✓ Data generation

## **Lesson 5 Reports**

- ✓ Relationship between the analysis and the report.
- ✓ Minimum structure of a report
- ✓ Importance of the Executive Summary, methodological aspects, quantitative findings, key and relevant recommendations
- ✓ Reporting according to the context

## **8. Methodology:**

Red Cross' virtual campus and IFRC's Training Platform will be the main means through which participants will take the online courses that are part of previous work.

The Design, Collection, Analysis and Reporting course will be developed using a participative and inclusive methodology with a wide range of practical exercises to strengthen the theoretical knowledge developed in each topic's Lesson Plan.

## **9. Evaluation:**

### **Formative:**

Non-weighted daily evaluations that allow evaluating the facilitators' performance and the practical exercises conducted during each lesson to identify the potential issues, either with the facilitator or with the practical exercise, in order to improve and update teaching/learning methodologies and techniques.

**Summative:**

It is the weighted evaluation distributed across the activities to be developed during the course. The first parameter (on the first day of the course) is the delivery of previous work, which consists in handing in four certificates for the self-directed online courses, and a signed code of conduct and information security policy; written evaluations and finally a practical exercise where individual and group performance, and individual participation and attendance will be evaluated. Participants must have 100% attendance.

Facilitators will observe participants' integration into their work team and spirit of cooperation. This component requires an evaluation by the facilitator team. Participation includes work during exercises or preparation of plenary sessions.

To pass the course participants must earn an overall grade of 70%.

Below is the weighting table for the Design, Collection, Analysis and Reporting course:

Evaluation activities	%
• Previous work	20
• Two implementation evaluations	40
Evaluation 1	
Evaluation 2	
• Final exercise	40
<b>Total</b>	<b>100</b>

**10. Description of the training environment**

Considering that this is a specialized course which develops knowledge and skills through practice, classrooms will be used to conduct theoretical and practical sessions to develop specific knowledge and skills.

**9. Determining the course modality.**

The course is expected to be conducted under one modality only

**Modality: Internal on site**

The internal face-to-face modality is recommended for good course development. Participants will be housed on the premises (without leaving) the entire time so they can focus exclusively on the course. This will prevent delays, late arrivals or any other issues that may affect course development.

**10. Description of the trainer's profile:**

**Desirable:**

- Technical and/or university studies.

- Experience in national and international emergency management.
- Data collection experience
- Teaching experience: Adult methodology, work in educational institutions.
- Proactive
- Dynamic
- Able to work under pressure
- Open to teamwork
- Able to work in multicultural settings
- Knowledge of English.

**Required:**

- Accredited by CREPD as a facilitator
- Attended and passed ToT for facilitators, or through competency demonstrate that he/she knows the MEI methodology.
- Teaching experience as a facilitator.
- At least two years' experience in humanitarian interventions
- Mastery of specialized topics:
- Survey preparation
- Mastery of IT tools

**11. Training materials**

**Participants:**

- Reference manual
- Reference material
- Distribution material (exercises, agenda)
- Previous work

**Trainers:**

- Lesson Plan/Training guide
- Audio-visual equipment and aids (presentations)
- Bibliography
- Exercise guide
- Coordinator's Manual
- Administrative file
- Methodological design file

**Materials**

See Course Checklist. (page 5 in coordinator's manual)