



RESEARCH ASSOCIATES Training Workshop

Syllabus

DAY 1 ♦ Monday, April 29, 2002

MODULE 1:

PROJECT OVERVIEW

1. Welcome, Devotions, and Introductions
2. Background
3. Purpose of Operation *ACCESS!*
4. Who's Involved
5. Targeted Countries
6. Research Methodology
7. What Operation *ACCESS!* Is and Is Not
8. Project Calendar
9. Using and Sharing the Research
10. Project Flowchart
11. Budget Overview

MODULE 2:

DEFINITION OF TERMS

1. Glossary of Terminology
2. Questions & Answers
3. Review of Key Terms
4. Introduction to Research

MODULE 3:

ROLE & RESPONSIBILITIES

1. Field Surveys
2. Administration

MODULE 4:

PRELIMINARY NEEDS OVERVIEW

1. Preliminary Questionnaire
2. Key Findings

MODULE 5:

CONTACT DATABASE

1. Database Overview
2. Contact File Maintenance

DAY 2 ♦ Tuesday, April 30, 2002

MODULE 6:

CONDUCTING INTERVIEWS

1. Introduction to the Survey Instrument
2. Familiarization with the Survey Instrument
3. Conducting Surveys
4. Sector Labels
5. Determining Centroid Coordinates
6. Roundtable Discussion

MODULE 7:

SCHEDULING INTERVIEWS

1. Initial Contacts
2. New Contacts

MODULE 8:

SECTOR MAPS

1. Introduction to *Encarta*
2. Creating Sector Maps
3. Administration Procedures for Producing Sector Maps

MODULE 9:

SUBMITTING SURVEYS

1. Preparation
2. Distribution
3. Lost or Destroyed Surveys

DAY 3 ♦ Wednesday, May 1, 2002

MODULE 10: **PLANNING & REPORTING**

1. Planning
2. Approval Process
3. Reporting

MODULE 11: **EXPENSE MANAGEMENT**

1. Planning & Budgeting Expenses
2. Expense Tracking
3. Expense Reimbursement

MODULE 12: **OVERVIEW: OA DATABASES & SURVEY RESULTS**

1. Database Overview
2. Survey Analysis
3. Sample Delta Analysis
4. Reporting & Publishing Sector Data
5. MAF Strategic Information

MODULE 13: **INTRODUCING OTHERS TO OPERATION *ACCESS!***

1. How to Present OA
2. Closing Prayer
3. Resources

