

17 March, 2008

Plan for the Enumerator Training for panel survey of the DFG
Project FOR 756, April 8 – 11 at KU Home, Bangkok

Date	Time	Activity	In-charge
8 April	8.30 – 9.00	Opening of Workshop (Introduction of participants, short project background, basic principles of the panel survey, basic principles of survey organization)	H. Waibel and co-workers, Suwanna and co-workers
	9.00-9.30	"Survey life": rules and regulation, Sampling procedure	Piyatat/Suwanna/H. Waibel
	9.30 – 10.30	Overview of Questionnaire	Suwanna/H. Waibel
	10.30 – 10.45	Coffee break	
	10.45-12.00	Introduction of Section 1, 2 and 3 of questionnaire	Suwanna/Tobias /Felix
	12.00 – 13.00	Lunch	
	13.00 – 15.15	Exercises for sections 1, 2 and 3	Suwanna/Tobias /Felix
	15.15 - 15.30	Coffee break	
	15.30 - 16.30	Introduction of section 4.1 and 4.2 of the questionnaire	Suwanna/H.Waibel
	16.30 – 18.00	Exercises to section 4.1 and 4.2	Piyatat/ /Thanaporn/Theda/old enumerators
	18.00 – 19.00	Dinner	
9 April	8.30 – 9.00	Review of past day	Suwanna/H.Waibel
	9.00 – 10.30	Introduction of section 4.3 and 4.4	Suwanna/H.Waibel
	10.00 - 10.30	Coffee break	
	10.30 – 12.00	Exercises to section 4.3 and 4.4	Piyatat/ /Thanaporn/Theda/old enumerators
	12.00 – 13.00	Lunch	
	13.00 – 14.00	Introduce sections 5 of the questionnaire	Suwanna/H.Waibel
	14.00 – 15.15	Exercises to section to section 5	Piyatat/Thanaporn /Theda/Felix/Tobias
	15.15 -	Coffee break	

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	15.30		
	15.30 - 16.30	Introduce sections 6 of the questionnaire	Piyatat/Thanaporn /Theda/Felix/Tobias
	16.30 – 18.00	Exercises to section to section 6	Piyatat/Thanaporn /Theda/Felix/Tobias
	18.00 – 19.00	Dinner	
	19.00 - 20.30	Additional Exercises as need arises	Piyatat/Thanaporn /Theda/Felix/Tobias
10 April	8.30 – 9.00	Review of past day	Suwanna/H.Waibel
	9.00 – 10.15	Introduction of section 7 of the questionnaire	Suwanna/H.Waibel
	10.15 - 10.30	Coffee break	
	10.30 – 12.00	Exercises to section 7	Suwanna/Tobias /Felix /old enumerators
	12.00 – 13.00	Lunch	
	13.00 – 15.15	Continue exercises to section 7	Suwanna/Tobias /Felix /old enumerators
	15.15 - 15.30	Coffee break	
	15.30 - 16.30	Introduce sections 8 and 9 of the questionnaire	Suwanna/ Tobias /Felix
	16.30 – 18.00	Exercises to section 8 and 9	Suwanna/ Tobias /Felix
	19.00 – 21.00	Outside Dinner (at the riverside ?)	H.Waibel
11 April	8.30 – 9.00	Review of past day	Suwanna/H.Waibel
	9.00 – 10.15	Comprehensive cross-section exercises	Piyatat/ /Thanaporn/Theda/ Tobias /Felix
	10.15 - 10.30	Coffee break	
	10.30 – 12.00	Final review/remaining issues	Suwanna /H. Waibel
	12.00 – 13.00	Lunch	
	13.00	Departure for Songkran holiday	

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Notes:

1. The questionnaire (in Thai and English) will be handed out to the trainees before the training starts. They will be requested to study the questionnaire.
2. A set of training exercises and training guidelines will be available in English and in Thai prior to the training.
3. Exercises will include short stories with difficult cases and simulation of interview (in Thailand old enumerators, Piyatat, Thanaporn and Khun Lakchai will act as the respondent)
4. The exercises will be corrected by the training assistants (German and Thai/Vietnamese) in the evening
5. Every morning we will start with a feedback session on exercises and a review of issues that came up the day before
6. All participants should receive their “survey kit (calculator, writing pad, etc.) at the start of the training, i.e. calculations are necessary for the exercises.
7. Extra room for exercises shall be made available for exercises