

Tranining of field supervisors-TH

Date	Time	Activites
22.06.2016	8.30 - 8.50	Welcome and introduction by Prof. Waibel
	8.50 - 9.00	Get to know each others / team responsibility
	9.00 - 10.30	HHQ section 1-2 (paper and tablet)
	10.30 - 11.00	<i>Coffee break</i>
	11.00 - 12.30	HHQ section 3 (paper and tablet)
	12.30 - 13.30	<i>Lunch break</i>
	13.30 - 15.30	HHQ section 4 (paper and tablet)
	15.30 - 16.00	<i>Coffee break</i>
	16.00 - 18.00	Dry run section 1 - 4
23.06.2016	8.30 - 10.30	HHQ section 5 - 6 - 6.2 - 7.1 (paper and tablet)
	10.30 - 11.00	<i>Coffee break</i>
	11.00 - 12.30	HHQ section 7.2 -7.3 (paper and tablet)
	12.30 - 13.30	<i>Lunch break</i>
	13.30 - 15.00	HHQ section 8 - 9 (paper and tablet)
	15.00 - 15.30	<i>Coffee break</i>
	15.30 - 17.30	Dry run section 5 - 9
	17.30 - 18.00	Questions before the first field trip
24.06.2016	7.30 - 12.30	Field trip day 1
	12.30 - 14.00	Lunch break (including traveling time)
	14.00 - 15.45	Discussion on unclear questions (section 1-4)
	15.45 - 16.00	<i>Coffee break</i>
	16.00 - 18.00	Discussion on unclear questions (section 5-9)

Date	Time	Activites
25.06.2016	7.30 - 12.30	Field trip day 2
	12.30 - 14.00	<i>Lunch break (including traveling time)</i>
	14.00 - 15.45	Discussion on unclear questions (all sections/specific cases)
	15.45 - 16.00	<i>Coffee break</i>
	16.00 - 18.00	Survey Solutions- Supervisor level (survey workflow / useful functions /account etc.)
26.06.2016	8.30 - 10.30	Survey Solutions - Supervisor level (check data across sections)
	10.30 - 10.45	<i>Coffee break</i>
	10.45 - 12.00	Survey Solutions - Supervisor level (approve/reject)
	12.00 - 13.00	<i>Lunch break</i>
	13.00 - 17.00	Field trip day 3
27.06.2016*	8.30 - 10.30	Data checking in Survey Solutions / Discussion on unclear questions
	10.30 - 10.45	<i>Coffee break</i>
	10.45 - 12.00	Data checking in Survey Solutions / Discussion on unclear questions
	12.00 - 13.30	<i>Lunch break</i>
	13.30 - 16.30	Tablet preparation
		HH Information sheet
		Team organization e.g. food, drink, public transport
		Survey rules
		Budget

* Theres and Wiebke can also join and start working with the team leaders on data checking in the Survey Solutions