IPDET Survey Workshop 2014: Facilitation Plan
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Day 1: July 2, 2014

I. Background: Surveys and Development Evaluation
- Introducing the workshop
- EXERCISE 1: Linking experiences to challenges in survey effectiveness
- Break
- SHORT VIDEO: Community Report Cards: Using surveys in development evaluation
- Definitions, key concepts, when to use surveys
- EXERCISE 2: Self-scored quiz about when to use surveys
- Resource requirements; measurement, reliability and validity
- Range of survey platforms and tools: brief overview

Day 1:

Day 2: July 3, 2014

II. Developing Survey Instruments and Procedures
- EXERCISE 3: Establish groups and draft 1 question for the group project survey
- Focusing the survey
- Deciding populations and samples to survey (covered in Sampling Workshop)
- DEMO: Websites with good development evaluation survey instruments
- Content of surveys and Form of survey items
- Break
- Wording the survey items
- EXERCISE 4: Self-scored quiz judging quality of presented survey items
- EXERCISE 5: Critique of survey items the group project produced in Exercise 1
- Refining draft survey items, grouping ordering and physical layout of survey instrument
- EXERCISE 6: Preparation of the group project draft survey instrument - Stage 1

Day 2:

Day 3: July 4, 2014

III. Implementing Surveys
- Revision of survey instruments, back-checks and follow up with non-respondents
- Ethical responsibilities toward survey respondents
- Ethical responsibilities toward stakeholders

Day 3:

IV. Survey Interview Strategies
- The opening, main interview and closing

Day 3:

V. Completion of Surveys:
- Survey analysis oversight
- Reporting survey results
- Workshop and Week 4 evaluation