

## Activity Report

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### Re: Conduct Data Analysis Training

**Date:**

1<sup>st</sup> Class - 17-21 September 2012

2<sup>nd</sup> Class - 24-28 September 2012

※ Attachment 1. Timetable

**Venue:** University Computing Centre (UCC), Arusha

**Participants:** Total 34

31 RHMTs and CHMTs from the project model regions, Pwani and Dodoma, and 3 project staff

※ Attachment 2. List of Trainee

**Goal and learning objectives:**

<Goal>

To strengthen the capacity of data analysis and data feedback at RHMTs and CHMTs by use of MS Excel and Score Card Indicators. (Annex 5)

<Learning Objectives>

- To be able to maintain IT equipment properly.
- To comprehend the basic Excel functions.
- To acquire the skills of making tables and charts.
- To acquire the skills of statistical data analysis through MS Excel.
- To be able to analyze data by use of Score Card Indicators.
- To be able to produce data feedback for health facilities.

**Summary**

According to the Project Design Matrix (PDM), this activity applies for the Sub Activity 2-4-3. Conduct Data Analysis Training under Activity 2-4. Build the skills and knowledge of data analysis for Output 2. M&E system in model regions is strengthened.

<Procedure>

- 1) To check routine works in the field and person in charge of M&E activities
- 2) To select participants of the training from each team with RMO/ DMO and M&E personnel
- 3) To assess participants' levels of data analysis skills and make them into two groups based on the result of the assessment.
- 4) To produce training timetable and lesson plans based on the knowledge and skills required for their routine works.
- 5) To plan and implement on-job-trainings (OJT) in order to apply their acquired knowledge and skills for their routine works

<Contents of the Training>

- PC General Instruction and Proper Maintenance
  - Introduction to spreadsheet program (MS Excel ver. 2010/ Windows 7)
  - Introduction to making database and its basic theory
  - Introduction to basic formulas
  - Introduction to basic statistics values
  - Introduction to tabulation using MS Excel
  - Introduction to making tables in MS Excel and its basic theory
  - Introduction to graphing data and its basic theory
  - Introduction to data analysis using MS excel
  - analyzing data in MS excel and explaining what they mean
  - Induction to correlation coefficient, scatter chart and regression formula and hypothesis testing
  - Producing feedback materials
- ※ Attachment 3. Training Materials, 4. Final Test, 5. Scene of the Training, 6. Certificate

**Comment**

Although the level of acquired knowledge and skills was different from one participant and another, the goal was achieved along with the objectives at the end of the course. The training was quite difficult as not only the data analysis skill by use of MS Excel but also the understanding of the basic statistics were required for all the participants. We have received some comments that the course was short, but the additional practical trainings during the OJT should help them to comprehend the contents of the training.

After this, the following activities have been planned.

- On-Job Trainings in the fields to help them to use the acquired knowledge and skills in their routine works.
- To purchase and install Color Printers in each team required to produce feedback materials
- To produce feedback materials and circulate them from RHMT/CHMT to CHMT/Health Facilities

In terms of the sustainability, we need to emphasize the allocation of their budgets for these activities as well as the maintenance cost of the IT equipment's (desk top computers and color printers).

**Attachments**

1. Timetable
2. List of Trainee
3. Training Materials
  - 3-1. Training Outline & Way Forward
  - 3-2. Textbook \* CD-ROM
  - 3-3. Additional Information
4. Final test
5. Scene of the Training
6. Certificate