

The **HHFA Data Collection Training Package** provides a comprehensive set of tools for a face-to-face country HHFA data collection training workshop. It is organized into the following folders:

1. **Agenda and Sessions.** This folder contains the following documents:
 1. **Training snapshot.** This is an Excel document summarizing each sessions' duration, scheduled day in the agenda, and number and type of active learning activities.
 2. **Sessions.** This is a Word document with a list of all the sessions and their recommended duration.
 3. **Agenda.** This is a Word document with a recommended agenda for each day of the training.
2. **Presentations.** This is a folder with all the PowerPoint presentations for the different sessions, and examples of other countries' presentations for country-specific content.
3. **Facilitator materials.** This folder contains the following documents and sub-folders.
 1. **Facilitator guide.** This is a PDF document which provides guidance to training workshop organizers and facilitators on the preparation and facilitation of the workshop.
 2. **Data collectors test.** This folder includes a menu of possible test questions with answer key in Word format, and an example of analysis of results for tests administered electronically in Excel format.
 3. **Training evaluation.** This folder includes the daily and end-of-training evaluation forms used to gather feedback from workshop participants in Word format, and an example of analysis of the end-of-training evaluation results in Excel format.
 4. **Summary tables Readiness.** This is a Word document which provides facilitators and participants with a snapshot visualization of all the technical content in the sections and sub-sections in the Readiness module.
 5. **Daily recaps true-false questions.** This is a Word document with a menu of true-false questions that can be used during daily recap sessions.