A Training Developer

Public Information

Traditionally, the national statistical office (NSO) in your country conducts an agriculture census every 10 years and three agriculture sample surveys during intercensal periods, all in collaboration with the statistical unit in the ministry of agriculture.

Times have changed. The statistical programme in your government is facing a severe budget cut and your organization cannot afford three surveys any more. At the same time, users are demanding even more disaggregated data than you used to produce from sample surveys. Moreover, new indicators have been requested that do not exist in your survey questionnaire. Recently, the administrative office of ministry has published statistical tables that overlap with your survey, and census results and data are inconsistent.

The training institute or focal point has been asked by the new director of the agriculture statistics department within the NSO to meet with her to discuss training for her professional team to meet the demands of this new work environment and introduce necessary reforms in the process of data collection and production. This is your first meeting.

Information for Training Developer

You will meet with Amaranda El Zohr, the new Director of the agriculture statistics department. You are the training developer, and Amaranda has asked to meet with you. She would like your help in creating a training programme to develop the skills of her professional team.

When you meet with her, you will want to understand the background of the department, including why she feels the training is important. You will also work with her to define the training needs, as she understands them. During your 5 minutes of preparation time, write down some of the questions you intend to ask her.

Use pages 16-17 in the training manual to organise yourself before the meeting.

Needs Analysis Case Study

B **Training Sponsor**, Director of agriculture statistics department, Amaranda El Zohr,

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Information for Training Sponsor, agriculture statistics debarment Director

You were hired two months ago to be the Director of the agriculture statistics department in the NSO. The former director had retired after 30 years of service. Your education background in economics and statistics made you the right person to begin the upgrade of the organisation's department on agriculture statistics. You have asked the training institute/focal point to help you create a training workshop to develop the skills of your professional team to bring necessary changes.

You lead a multidisciplinary team of 8 professionals and 4 support staff. Your professional staff are from different educational background. The team has long tenure with the department: the average length of service is 10 years, with two staff members having served 25 years. The new roles and activities now expected of the department's staff members include:

- Use more efficient sampling methods in conducting surveys.
- Re-structure data collection tools to respond to the new demands.
- Use other existing sources of data (in particular, administrative data collected by the ministry) in combination of sample surveys to reduce the cost, increase data items and coverage.
- Conduct research on how to integrate different data collection procedures into one.

Several of the younger department's professionals are excited about these new expectations for their work. On the other hand, 3-4 Center professionals want to continue business as usual and don't appreciate the importance and feasibility of using other sources and integrating several procedures. You want this training workshop to help professional staff understand the current situation, and need for changes. Also, you want them to be able to conduct relevant studies and improve their capacity through self-study in order to take the new roles.

Use pages 16-17 in the training manual to organise yourself before the meeting.

C **Observer**

You will observe the interaction between the training developer and training sponsor, make notes on the effectiveness of the meeting, and lead a feedback discussion after the meeting.

Before the Meeting
Read roles A & B and make notes on pp. 16-17 of your training manual. Ask yourself: What important information will need to be addressed in this meeting?

During the Meeting
Observe the training developer. Notice how this person handles the meetings. What are the positive aspects of how he/she is handling the meeting? What aspects could be improved? Keep some notes so that you can refer to them after the meeting.

After the Meeting
Conduct a feedback session on this needs analysis meeting. Do the following:

1. Ask the training developer for his/her reactions to the meeting? What went well? What could be improved?
2. Ask the training sponsor to comment on the meeting. What are his/her perceptions of the positive aspects and areas for improvement?
3. Share your own comments. Build on the comments of the training developer and training sponsor.
4. Summarise key insights or learning points to share with the large group.