

Coverage and design of Training Programme

1. How does your training programme addresses the needs of NSO and other main stakeholders?

Each training program will be designed according to needs of the statistical personnel at the Statistical Center of Iran and at the other executive organizations having at least a unit responsible for statistical activities. The courses coverage admits even the other interested individuals who find courses beneficial to them particularly in their research activities.

2. How do you develop the curriculum of your courses?

The curriculum of our courses will be planned after the result of needs analysis process, into our annual calendar of training courses.

Content:

3. Who prepares the syllabus, the training materials (texts, powerpoints, etc.)?

The instructors of the courses are supposed to prepare the detailed syllabus based on the objectives and existing standards determined by the SRTC.

4. Do you use United Nations/ international reference materials?

Yes, if such reference materials are available and recommended to be studied, for example sources such as COICOP, COPNI, HS, CPC, ISIC, COFOG, GFS, SNA and variety of other sources depending on the topics of the courses.

5. Are lectures in the native language or in English?

Courses are usually held in the native language (Persian language), however specific courses may be held in English (For example, courses held with collaboration of SIAP and other international organizations)

6. If in the native language, are the reference materials translated from English sources?

Yes, English sources translated into Persian language could be recommended or selected for some courses if found suitable.

However, the authentic texts are used since they are preferred to the translated texts when the participants have no difficulty with English language.

7. Do you include practical exercises/ projects in the training programme?

Yes, if the objectives of the courses require so.

Participants

8. Who attend your training courses? (NSO staff only? How about statisticians who are working in statistical units of other governmental departments? Users of statistics?)

Staff from Statistical Center of Iran and Statisticians working in the statistical units of the other governmental organizations, (such as Civil Registration Organization, Central Bank of the Islamic Republic of Iran, Ministry of Health) university students, users of statistics and other interested individuals who may find courses suitable to their purposes.

9. Are minimum academic qualifications required for participation?

Yes, academic qualifications are usually required for all specialized courses as a prerequisite.

10. To what extent can practical experience substitute for academic qualifications?

Nowadays, this is rarely the case since individuals with degrees below BA or BS may not be hired for specialized occupations by the government organizations. However, in some cases the course participants' occupations may not match with their academic degrees. They may attend courses if found suitable to their work.

Lectures

11. What qualifications do you require of lecturers?

Holding academic post- graduate degrees and having a good experience and teaching performance in the related fields.

12. What process or criteria do you use when you hire lecturers from outside institutions?

The lecturers may be hired according to the qualifications mentioned in paragraph 11 above in addition to the qualifications required by the contents of the course. Usually instructors from related universities and research centers are selected based on their scientific reputation and teaching experience.

Evaluation of Training

13. Are the participants graded for their participation?

Yes,

14. Are training activities evaluated by participants?

Yes, a sample evaluation form is introduced as follows:



IN THE NAME OF GOD Evaluation Form

Title of the course or workshop:.....

Date:.....

Personal characteristics:

Sex: Male Female

Age:.....

Education level: Graduate Post graduate Ph. D

Field of Study: **Position:**

Please Comments on the following:

Course/ workshop

Item	Excellent	Good	Fair	Poor	Very Poor
1- Total content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2- Duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3- Materials content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4- Relevance to your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5- Training venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6- Arrangements and order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7- The organizer's behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8- Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructor's name

Item	Excellent	Good	Fair	Poor	Very Poor
9- Command of the topics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10- Presentation procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11- Responsive to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12- Creating motivation for further study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13- Making appropriate examples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14- Training equipment (PowerPoint, Transparent, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15- Time allowed for discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16- Making best use of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17- How do you evaluate the course level?

Elementary Intermediate Advanced

18- How do evaluate this course with the previous courses?

Excellent Good Fair Poor Very poor

19- How do evaluate the effect of this course (workshop) on your personal and work progress?

Excellent Good Fair Poor Very poor

Additional Comments:.....
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.....
.....

Thank You
Statistical Research and Training Services Group

15. Is there a feedback mechanism from their immediate supervisors after training?

We believe how to apply a feedback mechanism after the training is really a crucial concern for all organizations holding on-the-job training courses since it is expected to actually observe the efficacy of the courses after being held on working performance of the trainees at least in the long-run.

16. Are the lecturers and training materials evaluated?

Yes, according to the related items in the course evaluation form.

17. Are materials available to participants after the training?

Yes, training materials will be distributed during the course and some materials posted on site after the course.

18. Are the facilities and administrative arrangements evaluated?

Yes, according to the related items in the courses evaluation form.

19. Who prepared the evaluation forms?

The training unit is responsible for preparing the evaluation forms and distributing them among the course participants and evaluating the participants' comments at the end of each course.

20. Is action taken on evaluation results?

Yes, based on the evaluation results, decision would be made about selection of more appropriate and qualified lecturers and revision of the course contents and other related cases if necessary.

Important challenge/s facing your training institute today

21. Deepening the technical knowledge of staff?

Raising or deepening the staff's technical knowledge or know-how is really a great concern in courses with an on-the-job training nature including the courses we organize.

22. Exposure of staff to best practices?

Familiarity with the best practices is highly expected particularly when the methodology is the focus of attention in the training courses.

23. Widening the channels of information exchange?

Information exchange and channels for widening it is really the case in courses which information exchange appears to be a necessity particularly in the regional training courses.

24. Adequate government support?

Fortunately there is a strong government support in Iran for holding training courses in all government organizations.

Assistance from SIAP

25. Has SIAP conducted any regional/ or country course in your country? Was this held in cooperation with your office and/ or other offices? Did you receive technical assistance in the form of technical experts and materials? Were there local experts who delivered lectures during the course? Was a budget allocated for their service in the course?

Yes, you can note the list of courses as follows:

- Sub regional Course on Sampling Design and Applications , 10-28 July 1999
- Country Course on Statistics for National Human Development Reports (NHDRs), 11-22 November 2000
- Sub regional Course on Sampling Design and Applications , 28 April- 16 May 2001 , Tehran
- Sub-regional Course on Intermediate Sampling Design and Applications, 14-25 Dec.2005
- First sub-regional Training Course on Statistics for MDG Indicators, 30 April-11 May 2005, Tehran
- The Eleventh Course/workshop on Sample Design for Household and Establishment/ Enterprise Survey, 11 June-6 July 2005, Tehran
- The Country Course on Use of Administrative Registers in Producing Social and Cultural Statistics, 22-26 April 2006, Tehran,
- Course/Workshop on Sample Design for Household and Establishment/ Enterprise Survey, 24, June – 19 July 2006
- First Regional course on Disability and Health statistics, 2-6 Dec. 2006,
- Sub – regional Training Course/ Workshop on Statistics for MDG Indicators, 21 April-2 May 2007

Above courses were jointly organized by the SIAP and the Statistical Center of Iran, with the assistance of UN-related offices, Statistical Research and Training Center and the other local organizations. The technical assistance, technical experts and materials were parts of the

courses mentioned above. The local experts and lecturers were also active in the above courses and a budget was allocated for their service too.

26. Did SIAP pay for the accommodations and allowances of the participants?

Yes,

27. Did SIAP pay for the accommodations and allowances of the lecturers?

Yes,

28. Did you incur costs in the conduct of the course? Please specify the nature of expenditures charged to your own account.

Yes, expenditures on in-kind contribution such as venues, equipment, printing training material, office supplies and stationeries, filed trip, hospitality, local resource persons, administrative, secretarial and other logistic support , etc.

29. How would you evaluate this partnership with SIAP (highly beneficial, beneficial, not beneficial)? Why?

Highly beneficial, because such a partnership could result in regional development.

30. What are your suggestions for further improvement of this partnership?

An accurate analysis should be made of the countries' participation based on the SWOT.

Identification of the existing potentialities of the countries in statistical activities.

- Exchange of such potentialities through holding training courses or workshops
- Urging countries to have a more effective cooperation and partnership with SIAP in policy making and planning for the prosperity of the region.