Using Survey CTO for Field Data Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s data-driven landscape, accurate and efficient field data collection is the cornerstone of informed decision-making and program evaluation. SurveyCTO, a leading digital data collection platform, empowers Monitoring & Evaluation (M&E) professionals, researchers, and field teams to gather, validate, and analyze data in real time. Using Survey CTO for Field Data Training Course equips participants with practical skills to design, deploy, and manage digital surveys, ensuring high data integrity and actionable insights. Through hands-on exercises and real-world case studies, learners will master digital survey workflows and leverage advanced SurveyCTO features for efficient field operations.

Field data collection is evolving rapidly with the integration of mobile technology, cloud-based platforms, and automated data validation. This course emphasizes best practices in survey design, offline data collection, data security, and quality assurance, providing participants with the competencies to enhance data reliability and decision-making. By blending theory, practice, and case-driven learning, participants will gain the confidence to implement SurveyCTO for scalable, accurate, and timely data collection, contributing to impactful organizational outcomes.

Programme Curriculum

Using Survey CTO for Field Data Training Course

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Course Duration

5 days

Course Objectives

By the end of this course, participants will be able to:

1. Design digital surveys using SurveyCTO for various field data needs.
2. Implement mobile data collection strategies for offline and online environments.
3. Apply data validation rules to ensure high-quality field data.
4. Conduct real-time data monitoring and reporting for decision-making.
5. Use skip logic and branching to improve survey efficiency.
6. Integrate GPS and multimedia data capture for richer field insights.
7. Manage survey deployment and user access securely.
8. Troubleshoot common issues in SurveyCTO forms and devices.
9. Analyze and export data for statistical and qualitative analysis.
10. Ensure data privacy, security, and compliance with ethical standards.
11. Optimize surveys for high response rates and reduced errors.
12. Apply cloud-based dashboards and analytics for project evaluation.
13. Leverage SurveyCTO for scalable Monitoring & Evaluation (M&E) projects.

Target Audience

1. M&E Officers and Specialists
2. Research Assistants and Field Enumerators
3. Data Analysts and Statisticians
4. Project Managers and Program Coordinators
5. NGO and Development Organization Staff
6. Government and Policy Analysts
7. Academic Researchers and Students in Social Sciences
8. Tech-savvy Professionals involved in Field Data Collection

Course Modules

Module 1: Introduction to SurveyCTO and Digital Field Data

- Overview of SurveyCTO platform and ecosystem
- Benefits of digital surveys over traditional methods
- Understanding offline and online survey capabilities
- Key SurveyCTO features and modules
- **Case Study:** Mobile data collection in rural health surveys

Module 2: Designing Effective Digital Surveys

- Building forms with SurveyCTO Designer
- Applying question types and response validation
- Using skip logic and branching for survey flow
- Incorporating multimedia, GPS, and sensor data
- **Case Study:** Designing household surveys for nutrition assessment

Module 3: Advanced SurveyCTO Form Features

- Setting constraints, calculations, and default values
- Implementing repeat groups and nested questions
- Managing dynamic lists and data pre-loading
- Enhancing user experience for enumerators
- **Case Study:** Large-scale agricultural field data collection

Module 4: Deploying Surveys in the Field

- Configuring devices and user accounts
- Synchronizing offline data with cloud servers
- Assigning field teams and managing roles
- Troubleshooting device and form issues
- **Case Study:** Disaster response rapid assessment survey

Module 5: Data Validation and Quality Assurance

- Using validation rules and constraints for accuracy
- Real-time monitoring dashboards
- Flagging inconsistent or missing data
- Techniques for reducing data entry errors
- **Case Study:** School attendance monitoring in urban slums

Module 6: Data Management and Security

- Secure data storage and backups
- Role-based access control
- Ensuring compliance with GDPR and ethical standards
- Encryption and secure transmission protocols
- **Case Study:** Protecting sensitive health survey data

Module 7: Data Analysis and Reporting

- Exporting data to Excel, SPSS, or R
- Cleaning and preprocessing survey data
- Generating charts, tables, and dashboards
- Leveraging SurveyCTO analytics tools
- **Case Study:** NGO project impact evaluation report

Module 8: Scaling Surveys for Large Projects

- Managing multiple teams and survey rounds
- Automating reminders and data collection workflows

- Integrating SurveyCTO with other M&E tools
- Best practices for high-volume data collection
- **Case Study:** Multi-district baseline survey for government programs

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com