**Tanta University Environmental Forum**

**Workshop**

**“How to design study questionnaire”**

***Accredited by the American Association of Continuous Medical Education by 12.5 hours***

**Organized by**

**Public Health & Community Medicine Department**

**Faculty of Medicine – University of Tanta**

**Workshop coordinator**

**Dr. Ibrahim Ali Kabbash**

***Professor of Public Health & Community Medicine***

***Faculty of Medicine – University of Tanta***

* **Background**:
* This is a two days’ workshop designed for under and postgraduate students to familiarize them with the method of formulation of the study tool for data collection and giving tips for them on how to design a valid and reliable toll for data collection. In this workshop, trainers will be also familiar with methods of validation and testing of study tool validity and reliability.
* **Objectives of the training:**

1. Recognize the main elements in the designing of the study tool used for data collection based on study title and objectives.
2. Acquire the sill to identify the main concepts that should be covered by the questionnaire
3. Operationalize concepts into measurable variables.
4. Acquire the skills of formulation the variables into valid and reliable questions.
5. Recognize different methods of validation of the questionnaire sheet
6. Recognize different test for reliability and methods of avoiding bias
7. Acquire the skills to design the study questionnaire and perform tests of validity and reliability.

* **Target trainees:**
* Postgraduate and undergraduate students interested in research implementation in the following faculties:
* ***Medicine***
* ***Nursing***
* ***Dentistry***
* ***Pharmacy***
* **Workshop Duration:**
* Two days; 6 hours per each with a total of 12 hours.
* **Venue of training:**
* Faculty of Medicine Public Health Department, fourth floor.
* **Registration:**
* Through contact with Ms Sara at Public Health Department; mobile number 01008542462.
* Number of trainers is limited to 25 and priority will be given according to date of registration.
* Prior registration is essential prior to 30 December, 2019. A payment of 100 pound should be paid on registration.
* Complete registration fees should be paid before 30th January 2020.
* Cancellation of registration is possible before January 1st after that date the 100 pounds are not refundable.
* **Date of workshop: 28-29 February, 2020**

**Training program contents**

**Day I**

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| **Timing** | **Topic** | **Facilitator** |
| **8:30-9:30** | * **Registration and opening** |  |
| **9:30-10:30** | * **General principles for questionnaire design** | Prof., Kabbash |
| **10:30-11:30** | * **Identification of concepts and content of the questionnaire (Problem analysis)** | Prof., Abou-Zeid |
| **11:30-12:00** | * **Group work on problem analysis** | All facilitators |
| **12:00-12:30** | * **Group presentation** |  |
| **12:30-1:00** | **Break** |  |
| **1:00-1:45** | * **Operationalization of questionnaire concepts (identification of variables)** | Prof., Kabbash |
| **1:45-2:15** | * **Group work (identification of variables)** | All facilitators |
| **2:15-2:45** | * **Presentation of group work** |  |
| **2:45-3:00** | **Wrap up and closing** |  |

**Training program contents**

**Day II**

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| **Timing** | **Topic** | **Facilitator** |
| **8:30-9:30** | * **Summarization of day one** | Prof., Kabbash |
| **9:30-10:30** | * **Tips for designing of a quality questionnaire, proper phrasing of questions and asking sensitive and threatening questions.** | Prof., Abou-Zeid |
| **10:30-11:00** | * **The concept of validity and reliability** | Prof., Al-Deeb |
| **11:00-12:00** | * **Method of validation of the questionnaire** | Prof., Al-Deeb |
| **12:00-12:30** | **Break** |  |
| **12:30-1:00** | * **Continue on methods of validation** | Prof., Al-Deeb |
| **1:00-2:00** | * **Testing reliability of the questionnaire** | Prof., Kabbash |
| **2:00-2:45** | * **Hands on validity and reliability** | Prof., Kabbash |
| **2:45-3:00** | * **Wrap up and closing** |  |