



Continuous Training

To maintain a high functioning team, the Production Managers run a series of trainings for Team Leaders. These include:

Foundations of Leadership

In an effort to help prepare new Team Leaders on their roles and responsibilities, as well as the basic skills required of TLs, we developed the Foundations of Leadership series. All trainees began by going through a series of online, Moodle-based modules, and then were trained in-person prior to their study specific TL training.

DCO Leadership Seminar

Team Leaders attend live, monthly, web-based trainings run by one or more of the Production Managers. Designed to share knowledge within the group and keep decentralized Team Leaders current:

- Using Excel
- Motivating Interviewers
- Quality Assurance and GIT
- Sampling
- New Technical Systems
- Human Subjects
- Safety in the Field

Functional Management

Functional managers are project-based. We currently have 7 active field management teams:

Health and Retirement Study – 260 Iwers



Peggy



Veronica



Stephanie

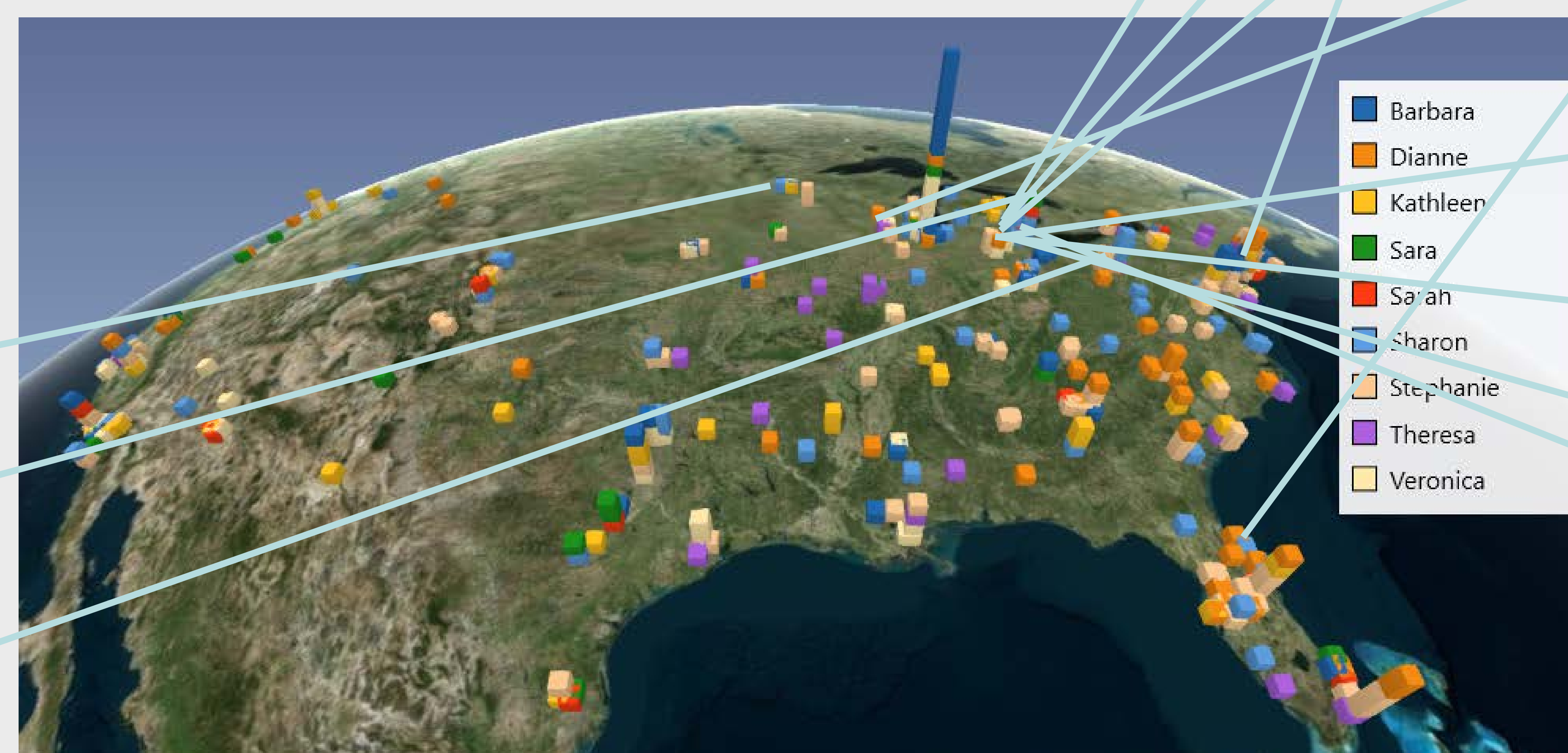
Data Collection Operations Field Production Managers (PMs)

What We Do

We are 13 individuals and team members focused on managing and continually improving project operations. We are involved with project planning, questionnaire development, staffing, hiring, training, production implementation and monitoring, as well as producing final deliverables.

Most of our responsibilities revolve around managing our decentralized interviewing staff. We currently have 495 Interviewers and Team Leaders who are assigned to projects throughout the country. We work to ensure that Interviewers are staffed appropriately on our projects, that they perform according to project requirements, and that they have the resources needed to do the work.

Distribution of Interviewers by Administrative Production Manager



Funct Mgmt Cont'd

National Survey of Family Growth – 46 Iwers



Theresa

PSID Immigrant – 18 Iwers



Sara



Heather

Healthy Cognitive Aging Project – 53 Iwers



Dianne

Monitoring the Future – 150 Iwers



Bridgitte

Becoming a Man 2 – 19 Iwers



Barb

Transition to Adulthood – 30 Iwers



Sarah

Quality Assurance Team – 4 Iwers



Kathy
(the one on
the left)

Other Production Managers



Sharon



Margaret