EXECUTIVE COURSE – QUALITATIVE DATA MANAGEMENT AND ANALYSIS USING NVIVO

Submitted by;

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Course Name:	**Qualitative Data Management and Analysis Using NVIVO**
Total Course hours:	**24 hours (In class=18, Exercises=6)**
Language:	**English**
Training type:	**Hands on training**

INTRODUCTION

NVivo is the leading tool for qualitative analysis. Qualitative data is difficult to gather and process, but with NVivo software, you have powerful tools at your disposal. This course explores how to leverage NVivo Starter for collecting and analyzing text-based research data. It shows how to create a new project and add nodes—the containers that keep your NVivo data organized. Then learn how to import data, documents, and notes; code content; analyze data with queries; and visualize your results with NVivo's charts and diagrams. The course is entirely hands-on and uses sample data to learn NVivo's basics and advanced features. It's the most used qualitative and mixed-methods data analysis software tool.

WHO SHOULD ATTEND?

This training is ideal for managers and researchers from development organizations, academics and professional researchers globally, foundations, governments and non-governmental organizations, as well as M&E professionals and students. It's ideal for complex research projects and it's for people or researchers that are seeking to integrate the sophisticated analysis of diverse qualitative data, with quantitative data in mixed methods and hence simplify analysis of text-based research data and interpretation with in their interventions.

LEARNING OBJECTIVES
- To improve participants knowledge & understanding of Qualitative M&E data
- To improve practical skills for qualitative data management and analysis NVivo
- To share knowledge and experiences in qualitative M&E data analysis using NVivo

COURSE SESSIONS

Session 0: Introduction to the course
- Registration, Introduction , Expectations, General norms, Pre-test
- Workshop goals & Time table

Session 1: Understanding NVIVO & its Concepts
- NVIVO Key terms
- NVIVO interface
- NVIVO workspace
- Use of NVIVO ribbons

Session 2: Designing and managing NVIVO Projects.
- Creating new projects
- Creating a new project
- Opening and Saving project
- Working with Qualitative data files
- Importing Documents
- Merging and exporting projects
- Managing projects
- Working with different data sources

Session 3: Importing and Coding Documents
- Importing documents including PDFs
- Creating memos and annotations
- Introducing 'nodes' (Theme codes, Case nodes, Relationships nodes, Node matrices) and type of nodes to collect data to support the themes, topics or ideas you identify in the data
- Creating nodes, Browsing nodes and Creating Memos
- Memos, annotations and links
- Creating a linked memo

Session 4: Classifying and Categorizing Data
- Introduction to Classifications such as Source classifications, Case classifications, Node classifications
- Importing "classifying" or categorical data such as demographic items
- Associating classifying data with your text, PDF, dataset, image or media sources
- Creating Attributes within NVivo
- Importing Attributes from a Spreadsheet
- Getting Results; Coding Query and Matrix Query

Session 5: Thematic Analytics in NVIVO
- Organize, store and retrieve data
- Cluster sources based on the words they contain
- Text searches and word counts through word frequency queries.
- Examine themes and structure in your content

Session 6: Qualitative Analysis Results
- Content Analysis; Descriptive, interpretative
- Narrative Analysis
- Discourse Analysis
- Grounded Theory
- Comparing analysis results with research questions
- Summarizing finding under major categories
- Drawing conclusions and lessons learned

Session 7: Visualizing NVIVO project
- Display data in charts
- Creating models and graphs to visualize connections
- Tree maps and cluster analysis diagrams
- Display your data in charts
- Create models and graphs to visualize connections
- Create reports and extracts

Session 8: Triangulating results and Report Writing
- Triangulating with quantitative data
- Using different participatory techniques to measure the same indicator
- Comparing analysis from different data sources
- Checking the consistency on respondent on similar topic
- Qualitative report format
- Reporting qualitative research
- Reporting content
- Interpretation

Session 9: Workshop Closure
- Participant presentations
- Final assessment

- Final workshop evaluation