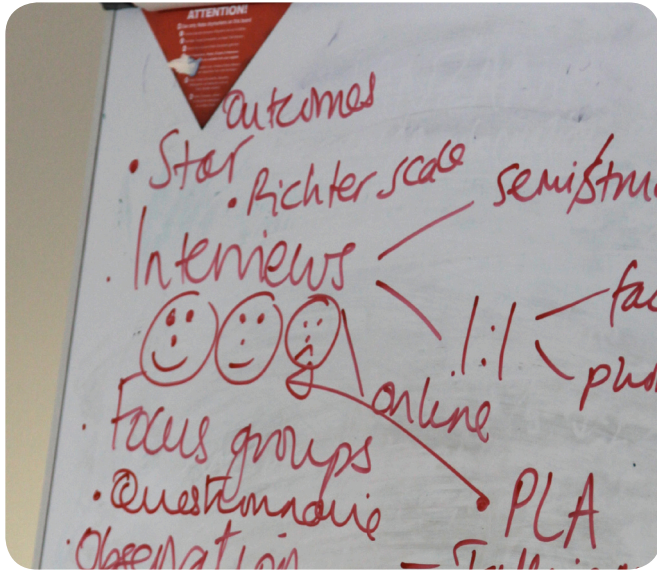


How to collect, analyse, present and use data

Duration:
Two days



The choice of information collection tools and techniques can be daunting. Deciding on the right tools is crucial if you are to capture meaningful information that can be analysed to produce a useful evaluation report. This two-day course is designed specifically for people who have already identified the monitoring information that they need to collect, but who are not sure what tools to use, how to analyse the information and how best to turn it into an appealing and interesting evaluation.

What you will learn

You will:

- explore a range of information collection tools, such as interviews, focus groups and questionnaires
- carry out analysis of data using qualitative and quantitative research techniques
- look at ways to present information in an engaging and useful way
- consider how to make effective recommendations
- discuss challenges and critical success factors when collecting, analysing, presenting and using data.

TIP

If you are not sure what monitoring information you need to collect, we run a number of **outcomes** courses that will help you.

TIP

If you are interested in questionnaires or focus groups, we run courses specifically on these data collection tools.

Who for

This course is suitable for **anyone**:

- that is ready to collect monitoring information and wondering which tools to use to collect data
- new to qualitative and/or quantitative data analysis techniques
- considering how best to communicate findings into an interesting, appealing and useful evaluation.

Benefits

By attending this course you will:

- understand the basic differences between qualitative and quantitative approaches to research and evaluation
- be clearer about what information needs to be collected, by whom and from whom, and presented to whom, how and when
- understand the pros and cons of using interviews, focus groups and questionnaires
- have increased knowledge of participatory, creative and visual information collection techniques
- be able to undertake a simple analysis of quantitative and qualitative data
- know how to structure and present an evaluation report
- explore ways to get your evaluation findings used both internally and externally.

For a full list of course dates, please visit the training calendar on our training pages at www.ces-vol.org.uk

To find out more about how CES training can help you, or to download a booking form from our website visit www.ces-vol.org.uk

If you have a question or are not sure which course is right for you, please get in touch. To speak to the training team directly, email training@ces-vol.org.uk or call 020 7713 5722