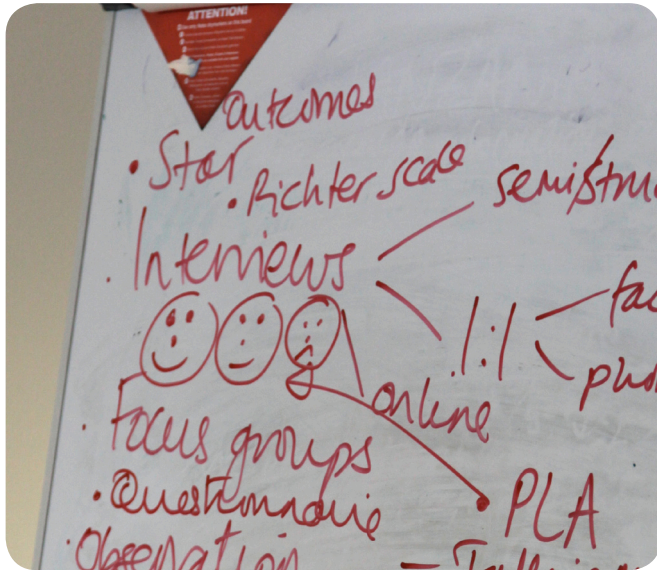


How to collect data

Duration:
One day



When you have decided what information you need to collect, the choice of data collection tools and techniques may seem overwhelming. Deciding on the right methods is crucial if you are to capture the information you need, particularly if you are working with specific groups, such as children or young people, who may find it hard to engage with traditional methods.

What you will learn

You will:

- explore the various tools and techniques available for collecting monitoring and evaluation data
- look at traditional methods such as questionnaires
- have the opportunity to explore more visual, participatory tools so that you can choose which methods are most appropriate for collecting information from your particular stakeholders.

'This was an excellent course which exceeded my expectations. It was exactly what I was hoping for - an introduction, straightforward and practical.'

Feedback from course participant

'Trainer was knowledgeable and made it interesting. The course contained practical information and chances to refer it to our own work'

Feedback from course participant

Who for

This course is suitable for **anyone**:

- involved in monitoring and evaluation of services who is starting to consider appropriate ways to collect useful information
- new to data collection methods
- who wants an overview of the various tools and techniques available
- that has already identified what information they need to collect, if you have not done this we would recommend that you attend one of our **How to demonstrate outcomes** courses.

Benefits

By attending this course you will:

- be clearer about who should collect evaluation information and from whom
- understand the pros and cons of using interviews, focus groups and questionnaires
- be able to identify basic good practice in using interviews, focus groups and in particular questionnaires
- have increased your knowledge of participatory information collection techniques.

'The course was very well organised and conducted in an excellent professional manner. I would like to stress the excellent role of the instructor - thank you!'
Feedback from course participant

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.

TIP

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