



# Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;  
PO Box 10193, Khomasdal, Windhoek, Namibia;  
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## SPSS for Researchers and Policy Analysts

### Course Objectives

On completion of the course, participants should be able to:

- Use SPSS in data analysis for decision making
- Demonstrate an understanding of the research process in policy evaluation
- Use and produce data to more effectively monitor policy implementation
- Come up with research topic and apply SPSS in analyzing data
- Analyze and interpret data using SPSS
- Participate in agency and community evaluations of programs and practice
- Demonstrate computer and data analysis skills useful in the process of assessing the adequacy of policy
- Demonstrate the ability to apply existing data and generate additional data

### Target Groups

- Development Officers
- Marketing Officers
- Programme Officers
- Economists
- Monitoring and evaluation Officers
- Economic policy planners
- Senior Managers in Government
- Social researchers

### Requirement

Participants should have an understanding of statistics and should bring their own Laptops for the course

### Course Outline

- General Management Principles and Skills
- Understanding the policy making and analysis process
- The role of research in Policy evaluation and monitoring
- The Research Process
- Research methodologies
- Qualitative Research Techniques
- Quantitative Research Techniques
- Definitions of data analysis and interpretation
- Data analysis in direct practice
- Data analysis in administration
- Data analysis in diverse practice contexts
- Operationalisation and measurement
- Research Instruments and questionnaire design
- Analysis of Qualitative data using SPSS
- Questionnaire Coding
- Quantifying and entering data in SPSS
- The Data Editor, Syntax Editor & Output Viewer

- Data coding and entry
- Conducting Analyses in the Data Editor
- Creating and Modifying a Data File
- Using Frequencies and Crosstabs
- Transforming Variables and Adding Labels
- Descriptive and Correlation Research and Analyses
- The Frequencies Procedure: Summarizing with Descriptive Statistics
- Crosstabs: Bivariate Relationships Between Categorical Variables
- Correlation: Bivariate Relationships Between Continuous Variables
- Two-Sample Experimental Designs and Analyses
- Independent Samples t-test: Testing Differences Between Two Groups
- Paired Samples t-test: Testing Differences Between Correlated Groups
- Multiple-Samples Experimental Designs & Analyses
- One-Way ANOVA: Differences Between Multiple Independent Groups
- Repeated Measures ANOVA: Differences Between Correlated Groups
- Mixed-Model ANOVA: Combining Between & Within-Groups Factors
- Writing reports
- Database Management
- Action Planning

Dates: 03<sup>rd</sup> – 14<sup>th</sup> October 2011

Duration: 2 Weeks

Course Costs: US\$3450

Venue: Pretoria, RSA



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## Application/Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Phone numbers \_\_\_\_\_

Course Title/ Code \_\_\_\_\_

Attendance Month/ Dates \_\_\_\_\_

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation \_\_\_\_\_

\_\_\_\_\_

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Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_