Outline for NVIVO 12 two-day workshop

NVIVO assists with management and analysis of qualitative data. Data might be in the form of transcripts of interviews/focus groups, policy documents, diaries, field notes, literature, images, audio, video media, survey data (including direct from Survey Monkey), websites, emails or data from social media applications e.g. Facebook, Twitter, or YouTube, and for any qualitative or mixed method research design.
The 2-day course is suitable for first time users or as a refresher for those who have used previous versions. In addition to a mix of presentations, demos and hands-on practice with sample data, the course includes a session each day when participants can take the opportunity to apply what they have learnt working with their own data or consolidating further with the sample data.
Pre-requisites for the course: There are no formal prerequisites for the workshop though the following aspects are helpful:
Technological: Familiarity with other (Windows) applications, file and folder management
Research: Familiarity with a chosen qualitative research approach - though those who are new to a qualitative research approach are welcome and accommodated

Day 1 – The Basics

Session 1: Getting started
- Introductions
- Research context of using NVIVO
- Creating your NVIVO project
- Importing source documents (text, image, audio/video, surveys, Social media, literature – depending on participant requirements)
- Creating memos and annotations

Tea break

Session 2: Starting your analysis
- Introducing 'nodes'
- Creating and managing nodes
- Coding your data
- Software vs. paper-based approaches to node structures

Lunch break

Session 3: Managing your project and your data
- Managing your NVIVO project
- Classification tools (assigning socio-demographics to your data)

Session 4: Working with your own data/ or more practice with sample data

Day 2 – Moving on

Session 5: Data grouping, organising, linking and querying
- Links, hyperlinks and see also links
- Sets & Find
- Queries:
  - Word frequency searches
  - Text searches
  - Coding queries & Matrix coding queries

Tea break

Session 6: Mapping and visualising your data and findings
- Displaying your work visually
- Working with relationships in your data

Lunch break

Session 7: Reporting and presenting your findings
- Extracting and reporting from your NVIVO project

Session 8: Working with your own data/ or more practice with sample data
Conclusion: Further Help resources; course evaluation

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