

ANNOUNCEMENT OF SHORT COURSES 2019

The Institute of Statistical, Social and Economic Research (ISSER) of the University of Ghana, Legon is organising five short courses for Policy Makers, Analysts, Programme Implementers, Consultants, Monitoring and Evaluation Practitioners in Government, Ministries, District Assemblies, Private Sector, NGOs, Researchers, Students, etc.

The courses aim to equip participants with useable operational skills, methods, and techniques that are relevant to solving developmental problems.

Participants' FULL participation are required during the period.

For Enquiries, please contact:
The Short Courses Desk
Institute of Statistical, Social & Economic
Research (ISSER),
P.O. Box LG 74, University of Ghana, Legon.
Tel: 057 769 9900
Email: shortcourses@isser.edu.gh
Website: www.isser.edu.gh

Application Fees:

Ghanaian - GH¢50.00
Foreign - US\$50.00

The Application fee and full Course Fee (course materials, lunch and snack) **must be paid a week before the start of a course.**

Bank details:

Account Name: Institute of Statistical Social & Economic Research (ISSER)
Bank: Ghana Commercial Bank
Account Number: 1031130003734
Branch: Legon

Registration: www.isser.edu.gh

Accommodation (Optional)

Information on accommodation on campus (University of Ghana) may be provided.

A. EXECUTIVE LEADERSHIP PROGRAMME IN MONITORING AND EVALUATION FOR PUBLIC AND PRIVATE SECTORS

Course Description

The course is an intensive training that seeks to bridge the gap between theory and practice in Monitoring and Evaluation (M & E) in the public and private sectors. It covers the fundamental concepts and tools for monitoring and evaluating public and private sector development programmes and provides practical understanding elements needed to design, build and implement effective monitoring and evaluation plans for strategic and effective management decision making in public and private organisations in Africa.

Course Content

Performance Monitoring Concepts, Principles and Practice

- Concepts and Frameworks in M & E
- Programme Monitoring Components & Indicators
- Trends and Approaches in M & E

Monitoring and Evaluation Practice in the Public and Private Sectors

- Institutionalisation of M & E in Public and Private Sectors
- Building Programme Monitoring Systems for Public and Private Sectors
- Introduction to Standard Computer Software for M&E – Visualisation and Strategic Dashboards

Design and Communication of Institutional Evaluation for Strategic Decision Making

- Impact Evaluation in Practice
- Approaches to Design, Management and Implementation of Evaluation
- Communication of M & E Findings for Management Decision Making and Accountability

Participants

The course is ideal for Directors and Managers in the public and private sectors, M & E practitioners, Policy Makers in Africa and other Global South countries, Evaluation Consultants/practitioners, Evaluation Steering Committee members and those commissioning evaluations.

Duration: Mon, May 13 – Fri, May 24, 2019 (2 weeks)

Course Fee for participants are as follows:

- Ghanaian - GH¢ 2,500.00
- Foreign - US\$ 800.00

DEADLINE for application: Mon, May 6, 2019

B. RESEARCH METHODOLOGY AND REPORT WRITING

Course Description

The course provides an overview of the entire research process from proposal development to writing of the research report. It includes the most current data collection and analysis techniques in both quantitative and qualitative methodologies.

The course carefully balances an understanding of basic principles of research with practical 'how-to' skills, using a combination of lectures and in-class exercises. The course instructors are from ISSER and relevant departments in the University of Ghana with years of teaching and research experience.

Course Content

Proposal Writing

Research Design

- Qualitative and Quantitative Methodology
- Sampling Procedures
- Design of Questionnaires and Interview Guides
- Data Collection Techniques and Field Skills
- Data Analysis

Research Report Writing

Participants

The course is ideal for those whose work demands practical research skills or who want to gain a firmer understanding of research. This would include persons working in the corporate world, in the public sector and in research consultancies.

Duration: Tues, May 28, 2019 – Fri, June 7, 2019 (2 weeks)

Course Fee for participants are as follows:

- Ghanaian - GH¢1,800.00
- Foreign - US\$ 575.00

DEADLINE for application: Mon, May 20, 2019

C. DATA MANAGEMENT AND ANALYSIS

Course Description

This is an intensive course on basic principles and methods of data processing (data entry, cleaning and verification) and statistical data analysis applicable in various fields of study. The emphasis will be on the choice of method for a particular data set and interpretation of results. **There will be hands-on training.**

Course Content

Data Management

- Building Data Management Strategy
- Using SPSS and STATA in Data Management and Analysis

Analysis

- Basic Statistical Tools for Data Analysis
- Estimation and Hypothesis Testing
- Analysis of Relationships
- Introduction to Advanced Statistical Techniques

Practical Exercises in Data Management and Analysis.

Participants

The course will be useful to individuals interested in learning both the theoretical basis and the practical techniques for analysing data for research projects.

Participants are required to have prior knowledge of basic statistics and also come along with their laptops of the following minimum requirement:

- 64 bit Operating System
- Windows 7 or 8 or 10
- Ram 2 or 4 GB

Duration: Mon, June 10 – Fri, June 21, 2019 (2 weeks)

Course Fee for participants are as follows:

- Ghanaian - GH¢2,100.00
- Foreign - US\$ 675.00

DEADLINE for application: Mon, June 3, 2019

D. PROJECT CYCLE MANAGEMENT

Course Description

This course provides practical knowledge and skills on how to effectively manage projects from inception through implementation, monitoring and evaluation. The course is taught by senior academics together with experienced project planners and monitoring and evaluation specialists. It also combines theory with computer-based software on Project Cycle Management. This programme will be extremely useful for professionals wishing to consolidate their knowledge in project planning, implementation, monitoring and evaluation.

Course Content

- Project Planning and Appraisal
- Dynamic Monitoring and Evaluation of Projects

Practical Exercises in Project Cycle Management

Participants will undertake a trip to a project site, apply the techniques learnt and prepare a project report. The course is interactive with practical exercises after completing key topics.

Participants

The course will be relevant to project officers, development consultants, budget and planning officers of Ministries, Departments and Agencies, District Assemblies, NGOs, Social Services Groups, Researchers, Students, Private Entrepreneurs, etc.

Duration: Mon, June 24 – Fri, July 5, 2019 (2 weeks)

Course Fee for participants are as follows:

- Ghanaian - GH¢1,800.00
- Foreign - US\$ 575.00

DEADLINE for application: Mon, June 17, 2019

E. SURVEY TECHNIQUES USING CAPI AND NVIVO

Course Description

This course takes participants through methods and best practices used in collecting data about populations using netbooks or tablets. Participants will learn how to design Computer-Assisted-Personal Interview (CAPI) application for data entry with a lot of background quality checks. Participants will also have the opportunity to learn about survey management using CAPI from start to finish of the project. The training will make use of household questionnaires. Another key component of the course involves qualitative data collection and analysis. Participants will be introduced to how to undertake rigorous analysis of text-based data using Nvivo software. This will include themes/nodes construction and how to develop hierarchy in Nvivo.

Course Content

- Household Surveys
- Designing CAPI for android using CSPro
- Customizing of Questions
- Synchronization of Program and Survey Center
- Qualitative Data Analysis
- Node Construction and Hierarchy
- Hands-on Practicals

Participants

This intensive course is ideal for anyone who plans to collect survey data (quantitative and/or qualitative), commission survey projects or evaluate the results of survey research in their work. While there are no formal background prerequisites for the Nvivo course, the mobile data application is geared toward IT professionals who currently use CSPro. With presentations, in-class assignments and discussions and take-home assignments, participants should plan for being fully engaged for the entire program. **Participants are required to come along with their laptops of the following minimum requirement:**

- 64 bit Operating System
- Windows 7 or 8 or 10
- Ram 2 or 4 GB

Duration: Mon, July 8 – Fri, July 19, 2019 (2 weeks)

Course Fee for participants are as follows:

- Ghanaian - GH¢2,100.00
- Foreign - US\$ 675.00

DEADLINE for application: Tues, July 2, 2019