



Digital Transformation and Innovation

**Professional Certificate in Research  
Methods, Data Analysis and Report Writing  
for Public Sector Org**

## Course Introduction

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In today's data-rich landscape, public sector professionals must possess the essential competencies to effectively collect, utilize, comprehend, and interpret data. This training program integrates real-world scenarios to facilitate a clear understanding of various concepts and methodologies, fostering practical application through hands-on activities with data and graphs.

Participants will gain insights into qualitative data analysis principles, encompassing problem definition, hypothesis formulation, variable analysis, and methodological approaches. Additionally, they will acquire skills in questionnaire design, SPSS data analysis, and report generation, enhancing their academic and report-writing abilities. The course empowers attendees to leverage data for strategic planning, enhance public management decision-making, and adeptly interpret statistical presentations and visualizations, thus strengthening their analytical prowess and professional acumen in the public sector.

## Target Audience

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This training program is designed for public sector professionals seeking to enhance their data analysis skills and utilize data effectively in strategic decision-making processes.

## Learning Objectives

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- Enhance proficiency in research methodologies, data analysis, and crafting reports.
- Acquire proficiency in analyzing and interpreting data using statistical software like SPSS.
- Master the art of crafting impactful questionnaires and surveys for data collection purposes.

- Enhance communication skills to effectively convey research findings and insights to stakeholders.
- Understand the role of data in informing decision-making within the public sector.
- Cultivate professional connections with fellow participants and industry experts.
- Elevate career opportunities by acquiring in-demand skills applicable to the public sector.

## Course Outline

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### • Day 01

#### **Introduction to Research Methods for Public Sector Organizations**

- Understanding the importance of research methods in public policy
- Developing research questions and hypotheses relevant to public sector issues
- Selecting appropriate research designs for public sector studies

### • Day 02

#### **Data Collection and Management for Public Sector Organizations**

- Converting public sector concepts into measurable parameters
- Designing questionnaires and surveys for public sector studies
- Data management and preparation for public sector research Introduction to data cleaning and data wrangling techniques for public sector data

### • Day 03

#### **Data Analysis for Public Sector Organizations**

- Introduction to Descriptive and inferential statistics for public sector data
- Analysing quantitative and qualitative data using software tools
- Visualizing public sector data using charts, graphs, and tables
- Applying statistical tests to measure data significance in public sector studies  
Interpreting and reporting results for public sector research

### • Day 04

Report Writing

- Understanding the purpose and structure of research reports
- Preparing research reports with a focus on issues
- Writing literature reviews for research
- Presenting public sector research results using tables, charts, and graphs
- Applying techniques to improve academic and report writing for public sector professionals

• Day 05

Analysis and Presentation Statistics for Public Sector Organizations

- Understanding the Role of policy analysis in public sector decision-making
- Applying statistical analysis to public sector policy issues
- Techniques for presenting statistical findings in reports and presentations for public sector professionals

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	5950.00 \$	switzerland - Geneva
Sept. 1, 2025	Sept. 5, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 \$	UAE - Dubai