



INSTITUTE OF STATISTICAL, SOCIAL AND ECONOMIC RESEARCH (ISSER)

COLLEGE OF HUMANITIES, UNIVERSITY OF GHANA



ANNOUNCEMENT OF SHORT COURSES 2021

The Institute of Statistical, Social and Economic Research (ISSER) of the University of Ghana, Legon is organising **five (5)** 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 very relevant to solving developmental problems particularly in these post-COVID-19 times. **Participants' FULL participation is required during the period.**

If you are in doubt about the suitability of any of the courses for your needs, please contact the Course Coordinator through the ISSER Office.

Application Fees:

Ghanaian	- GH¢50.00
Foreign	- US\$50.00

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

Please visit www.isser.edu.gh to register.

Bank details:

Account Name: Inst. of Stats. Soc. & Econ. Res. (ISSER)

Bank: Ghana Commercial Bank

Account Number: 1031130003734

Branch: Legon

For invoices and any other enquiries, kindly 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 / 057 769 9902
Email: shortcourse.isser@ug.edu.gh
Website: www.isser.ug.edu.gh

Accommodation (Optional)

We will provide information (on request) about accommodation at halls of residence at the University of Ghana and in hotels near the campus.

N.B.: ALL COVID-19 SAFETY PROTOCOLS WILL BE STRICTLY OBSERVED DURING THE TRAINING

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 into 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

Case Studies

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 31 – Fri, June 11, 2021
(2 weeks)

Course Fee for participants - GH¢ 2,500.00

DEADLINE for application: Wed., May 26, 2021

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 Mon, June 14 – Fri, June 25, 2021
(2 weeks)

Course Fee for participants - GH¢1,800.00

DEADLINE for application: Wed., June 9, 2021

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, October 4 – Fri, October 15, 2021
(2 weeks)

Course Fee for participants are as follows:

- Ghanaian - GH¢2,100.00

DEADLINE for application: Wed., September 29, 2021

D. PROJECT CYCLE MANAGEMENT

Course Description

This is a unique course which 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 of project planning, implementation, monitoring and evaluation.

Course Content

Project Planning and Appraisal

- Project Planning Perspectives/Concepts
- Project Identification

- Project Cycle Components
- Managing the Project Cycle Sequence
- Project framework
 - Logical Framework
 - SWOT Analysis
 - Critical Incidents Analysis
- Sustainability of Projects
- Participatory Approaches to Projects and Community Management
- Project Action Plan
- Project Appraisal
 - Principles of Project Appraisal
 - Techniques and Criteria
 - Financial and Economic Analysis of Projects
 - Analysis of the Social, Distributive Environmental Impacts of Projects

Dynamic Monitoring and Evaluation of Projects

- Key Distinctions Between Monitoring and Evaluation
- Participatory Monitoring and Participatory Evaluation
- Policy Analysis Matrix for Project Monitoring and Evaluation
- Causal Pathway of Analysis for Project Monitoring
- Evaluation as a Means of Analyzing Project, Policy and Process
- Feedback and Completion of the Project
- Introduction to Software for Project Cycle Management

Practical Exercises in Project Cycle Management

Participants will have **hands-on training and interact with a project team**, 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, October 18 – Fri, October 29, 2021**
(2 weeks)

Course Fee for participants - GH¢1,800.00

DEADLINE for application: Wed., October 13, 2021

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, November 1 – Fri, November 12, 2021**
(2 weeks)

Course Fee for participants - GH¢2,100.00

DEADLINE for application: Wed., October 27, 2021