

Professional Research and Evidence Analysis Training Course

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Course Overview

Professional Research and Evidence Analysis Training Course is a one-week professional course for administrators, analysts, coordinators, and specialists who gather and interpret evidence for workplace decisions. Participants turn decision needs into research questions, select proportionate methods, evaluate sources, collect data, analyse patterns, test interpretations, and communicate defensible findings. They leave with a Workplace Evidence Portfolio. Agile Leaders Training Center delivers professional research and evidence analysis training.

Who Should Attend

- Administrators who prepare evidence for operational decisions
- Analysts who combine documentary, qualitative, and quantitative information
- Coordinators who run surveys, interviews, or evidence reviews
- Project and policy personnel who assess findings and limitations
- Professionals who prepare decision-focused research briefs

The course assumes basic spreadsheet and workplace communication skills. It excludes academic thesis supervision, advanced statistical modelling, and data-science programming.

Departments and Industries

The methods apply across government, professional services, education, healthcare operations, nonprofit organisations, and corporate functions.

- Strategy and planning
- Projects and programmes
- Human resources and organisational development
- Quality and service improvement
- Policy and administrative support

Learning Objectives

By the end of this course, participants will be able to:

- Convert decision needs into answerable research questions
- Build proportionate evidence and data-collection plans
- Assess source credibility, relevance, bias, and limitations
- Apply basic qualitative and quantitative analysis
- Synthesize evidence and test alternative interpretations
- Produce a decision-focused research brief

Course Agenda

Day 1: Questions and Evidence Planning

- Decision Need and Research Question Canvas
- Research Scope and Boundary Statement
- Evidence User and Stakeholder Map
- Method Selection Decision Grid
- Research Ethics and Risk Checklist

Day 2: Sources and Data Collection

- Source Credibility Assessment Matrix
- Evidence Search and Screening Log
- Survey Question Quality Checklist
- Interview and Focus Group Guide
- Data Collection Control Sheet

Day 3: Qualitative and Quantitative Analysis

- Data Preparation and Quality Review
- Descriptive Measure Selection Guide
- Pattern, Variation, and Outlier Scan
- Qualitative Coding and Theme Matrix
- Evidence Table and Traceability Link

Day 4: Synthesis and Interpretation

- Evidence Triangulation Board
- Claim, Support, and Confidence Test
- Alternative Explanation Challenge
- Limitation and Uncertainty Register
- Finding Visualisation Selection Grid

Day 5: Findings for Decisions

- Finding and Implication Structure
- Decision-Focused Research Brief Template
- Evidence Review and Quality Gate
- Stakeholder Findings Presentation Exercise
- Capstone Workplace Evidence Portfolio

Practical Exercises

Participants use realistic workplace questions and may adapt the tools to their own context.

- Suggested activity: refine a broad request into answerable questions
- Suggested activity: evaluate conflicting sources and document inclusion decisions
- Suggested activity: code interview extracts and summarise spreadsheet data
- Suggested activity: defend a finding while stating its limitations

FAQs

Who suits the Professional Research and Evidence Analysis Training Course?

The course suits professionals who gather, assess, analyse, or present evidence for organisational decisions without needing advanced academic or statistical specialisation.

Does the course cover qualitative and quantitative methods?

Yes. It covers practical selection, collection, preparation, basic analysis, and synthesis of both qualitative and quantitative evidence.

How are unreliable sources handled?

Participants assess authority, relevance, currency, method, corroboration, bias, and limitations, then record inclusion or exclusion decisions in an evidence log.

What does evidence triangulation mean?

Evidence triangulation compares findings from different sources or methods to identify convergence, disagreement, missing information, and plausible alternative explanations.

What belongs in the Workplace Evidence Portfolio?

The portfolio contains the question canvas, evidence plan, ethics check, search log, collection tools, analysis tables, triangulation board, limitation register, visualisations, and research brief.

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Conclusion

Participants take back a transparent workflow for moving from a workplace decision need to credible, traceable, and useful findings. The Workplace Evidence Portfolio helps teams select proportionate methods, challenge interpretations, communicate uncertainty, and connect evidence to action.

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