# Public Sector Research, Data Analysis and Reporting Certificate Course

21 December 2026 – 1 January 2027
Tokyo

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# Public Sector Research, Data Analysis and Reporting Certificate Course

**Ref:** 866_165442 **Date:** 21 December 2026 – 1 January 2027 **Location:** Tokyo **Fees:** 15000 Euro

## Overview

Public Sector Research, Data Analysis and Reporting Certificate Course is a two-week course for government evidence teams who leave with a Public-Sector Research and Reporting Portfolio. Participants frame policy questions, select ethical methods, assess administrative data, analyze quantitative and qualitative evidence, and write decision-ready reports. The course solves fragmented evidence practices by linking research design, quality controls, interpretation, and accountable communication. Agile Leaders Training Center develops public-sector evidence practice.

## Who Should Attend

- Research functions responsible for study design, fieldwork, and evidence quality
- Policy functions responsible for options, recommendations, and decision briefs
- Monitoring and evaluation functions responsible for indicators, evaluation questions, and findings
- Planning functions responsible for performance evidence and organizational reporting
- Statistical functions responsible for administrative data, analysis, and metadata

The course assumes participants handle organizational evidence and basic descriptive statistics; it leaves out advanced econometrics, software programming, and academic thesis supervision.

## Departments and Industries

The course supports departments and industries that create evidence for public decisions and accountable services.

- Policy, planning, research, statistics, and performance management
- Public health, education, social services, and labor administration
- Infrastructure, transport, environment, and municipal services
- Public finance, regulatory services, and government-owned enterprises

## Learning Objectives

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

- Build research questions and fit-for-purpose evidence designs.
- Apply ethical sampling, instrument, and fieldwork controls.
- Evaluate administrative data quality and analysis readiness.
- Analyze quantitative and qualitative public-sector evidence.
- Compare findings, limitations, and policy implications.
- Produce decision-ready analytical reports and evidence visuals.

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## Course Agenda

## Day 1: Frame Public Evidence

- Policy Problem and Decision Context Canvas
- Research Question and Evidence Need Matrix
- Stakeholder Use and Accountability Map
- Process, Impact, and Value-for-Money Question Set
- Research Scope and Deliverable Charter

## Day 2: Design the Study

- Theory of Change and Causal Pathway Map
- Quantitative, Qualitative, and Mixed-Methods Decision Tree
- Cross-Sectional and Longitudinal Design Comparison
- Bias, Confounding, and Alternative Explanation Register
- Evaluation Design Appraisal Checklist

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## Day 3: Govern Ethical Research

- Public Interest and Proportionality Assessment
- Participant Risk and Safeguard Register
- Informed Participation and Consent Script
- Privacy, Access, and Data Minimization Plan
- Inclusive Research and Accessibility Checklist

## Day 4: Select Samples

- Target Population and Sampling Frame Specification
- Probability Sampling Method Comparison
- Purposive and Theoretical Sampling Rationale
- Nonresponse Risk and Follow-Up Protocol
- Sample Adequacy and Limitation Statement

## Day 5: Build Collection Tools

- Survey Construct and Question Map
- Questionnaire Wording and Response Scale Test
- Interview and Focus Group Topic Guide
- Pilot Test and Instrument Revision Log
- Fieldwork Control and Enumerator Brief

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## Day 6: Assess Administrative Data

- Administrative Source and Data Lineage Map
- Relevance, Accuracy, Timeliness, and Coherence Review
- Missingness, Duplication, and Validity Profile
- Variable Definition and Metadata Dictionary
- Data Quality Issue and Treatment Register

## Day 7: Analyze Quantitative Evidence

- Analysis Question and Variable Plan
- Frequency, Rate, and Distribution Summary
- Cross-Tabulation and Subgroup Comparison
- Trend and Benchmark Interpretation Sheet
- Uncertainty and Analytical Limitation Note

## Day 8: Analyze Qualitative Evidence

- Transcription and Evidence Organization Protocol
- Deductive and Inductive Coding Framework
- Theme Development and Evidence Matrix
- Contradictory Case and Rival Explanation Review
- Mixed-Evidence Triangulation Table

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## Day 9: Write and Visualize Findings

- Finding, Conclusion, and Recommendation Logic Chain
- Chart Selection and Honest Scale Checklist
- Evidence Annotation and Source Note Standard
- Executive Summary and Key Message Structure
- Report Quality and Traceability Review

## Day 10: Practice Evidence Reporting

- Exercise: Refine a Policy Research Question Set
- Exercise: Audit an Administrative Data Quality Profile
- Exercise: Integrate Quantitative and Qualitative Findings
- Exercise: Edit a Decision Brief and Evidence Visual
- Capstone: Public-Sector Research and Reporting Portfolio

## Practical Exercises

The course uses suggested activities based on health, education, infrastructure, and public-service cases.

- Suggested activity: design a study charter, sampling rationale, and ethical safeguard register for a policy question.
- Suggested activity: diagnose administrative data issues and document defensible treatments.
- Suggested activity: analyze survey summaries and coded interviews through a triangulation table.
- Suggested activity: convert findings into an executive summary, annotated visual, and recommendation chain.

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## FAQs

### Who suits public sector research and data reporting training, and what does it assume?

Evidence, policy, evaluation, planning, and statistical functions suit the training. It assumes routine work with organizational evidence and basic descriptive statistics.

### How does public sector research and reporting differ from general data analysis?

Public-sector research connects questions, ethics, sampling, administrative data quality, mixed evidence, accountability, and formal recommendations; general data analysis may focus mainly on transforming and summarizing datasets.

### How should public-sector teams combine quantitative and qualitative evidence?

Teams should align both evidence types to the same questions, compare convergence and disagreement, document limitations, test alternative explanations, and preserve traceability from source to finding.

### What makes an analytical report useful for a public decision?

A useful report states the decision context, method, evidence, limitations, findings, implications, and recommendations in a structure that readers can audit and act upon.

### How should administrative data quality be reported?

Administrative data quality should be reported through defined variables, lineage, relevance, accuracy, timeliness, coherence, missingness, treatment decisions, and remaining limitations.

## Conclusion

Participants take back a Public-Sector Research and Reporting Portfolio containing a study charter, instruments, quality records, analysis sheets, evidence visuals, and a decision report. It changes disconnected research tasks into a traceable evidence workflow. The portfolio supports transparent methods, defensible interpretation, and accountable recommendations.