



TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents
Research Methodology & Report Writing– 3 Day course

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBEE company and 51% black owned.

This course is accredited by the Services Seta and material covers unit standards 110023 at NQF Level 4 worth 6 credits and unit standard 12153 at NQF Level 4 worth 5 credits.



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COURSE OBJECTIVES

When you have completed this course you will understand the major Research Methodology techniques and you will be able to: Identify the main obstacles to effective communication within Research Methodology and how to avoid these; Understand the nature of Research Methodology, compile your report based on the research and present your report.

COURSE OUTCOMES

Upon completing this course, the learner should be able to:

- Understand the major research methodology techniques
- - Have a sound methodology
 - Use Reliable Data collection and Analysis methods
- - Have a sound understanding of quantitative and qualitative research
 - Be able to analyse and assess the weighting of data
- Understand and apply various research methodologies
- Apply total quality principles in converting the research into a Report format
- Reports ensure quality is in conformance to requirements
- Common errors to avoid in compiling reports
- Summarising data in tables
- Using a checklist so as to - 'do it right first time'
- Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business
- Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met
- Liaising with relevant parties and verifying that reported information is in accordance with requirements and purpose of the report.



COURSE OUTLINE

Introduction:

- ❖ **Module 1**: Self -Awareness
- ❖ **Module 2**: Research – the larger context
- ❖ **Module 3**: Research - definitions
- ❖ **Module 4**: Quantitative & qualitative research methodologies
- ❖ **Module 5**: Research and Report Writing
- ❖ **Module 6**: Literature Review and framework
- ❖ **Module 7**: Research Report Formatting
- ❖ **Module 8**: Report Writing Process
- ❖ **Module 9**: Data collection and analysis
- ❖ **Module 10**: Bar charts, pie charts, pareto analysis, pie analysis
- ❖ **Module 11**: Findings and recommendations
- ❖ **Module 12**: Drawing scientific conclusions
- ❖ **Module 13**: Report Writing Best Practice
- ❖ **Module 14**: Evaluation of Reports

