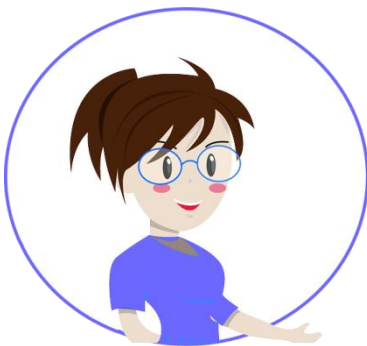


How to do Research

Aim

Enabling the learner to understand research, the purpose thereof and how to go about it in the most time efficient manner, producing the targeted information required for the audience. This concise workshop requires delegates to bring their laptops to alternatively to share with other delegates at the workshop.

About this Course...



Enabling the learner to understand research, the purpose thereof and how to go about it in the most time efficient manner, producing the targeted information required for the audience.

Who Should Attend this Course?

This course will benefit all staff whose job involves compiling presentations and/or reports.

Outcome

At the end of this workshop, the learner would have the ability to plan and execute the research of information for a presentation (informal or formal) in a systematic and time effective manner.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242839	4	2	Research content for a presentation

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs

Duration: 1-Day

Content

Understanding Your Audience	<ul style="list-style-type: none"> Clearly understanding who will be the ultimate audience Finding out what kind of people you will be presenting to Tips for tailoring your research to your audience
Understanding the Purpose of Your Research	<ul style="list-style-type: none"> Defining a topic Asking the right questions to uncover the full purpose
Setting the Level of Detail Required	<ul style="list-style-type: none"> Whether short presentation or in-depth paper Setting the level of detail remains important
Identifying the Preferred Methods of Research	<ul style="list-style-type: none"> Identifying various methods available to us and placing them into perspective
Specifically Using Google and Making Use of the WWW	<ul style="list-style-type: none"> Great tips and tricks to use the powerful internet more efficiently How to use Google Putting it into practice
Interviews as a Research Method	<ul style="list-style-type: none"> Types of interviews Planning needed before conducting an interview Conducting interviews
Collect, Summarise and Sort Information	<ul style="list-style-type: none"> Ensuring that the approach remains structured Tips for summarising Using Microsoft Excel to produce charts for presentations Putting it into practice
Present Information in a Logical and Systematic Way to the Targeted Audience	<ul style="list-style-type: none"> Making a presentation A quick rundown on presenting logically Template for presenting researched information