2-days thorough Introduction to NVivo 12 Pro for Windows and Mac Training

NVivo - Manage, Structure, Code, Analyse, Report

Introduction

Start your qualitative project with our two-days hands-on workshop. This course is designed for the **complete beginner** as well as those who are self-taught and want to know how to use most of the functionalities.

Pre-requisite

No previous knowledge of NVivo is required.

Practice interview data files are provided for those who have not collected data as yet. [Download it here.](#)

Bring any interview transcripts you may have to work on.

Please bring some pdf of journal articles you have downloaded from searching the databases to learn how to use NVivo for literature review.

If you do not have NVivo installed on your laptop, you can download a 14-days FREE trial copy [from this link](#).

Course Outline – Day 1

Morning Session you will learn to:

1. An overview of the functionalities of NVivo.
2. Create a practice project and set up folders for your data.
3. Import interview transcripts into the practice project.
4. Learn to code a transcript into both "open-codes" and "thematic coding framework".

5. Annotate your coding, attach coding summaries in memos to transcripts and nodes.
6. Create memos for field notes, reflective notes, and supervision meeting records.

Afternoon Session you will learn to:

1. Organise your growing open-codes into thematic coding structure using colour to cluster them.
2. Examine your coding using Coding Stripes and highlights.
3. Classify the interviews by their demographic attributes and values.
4. Create relationship types and use them to construct relationship nodes to code into.

Learning Support

Each participant will receive a comprehensive training workbook.

Teaching Methods

The teaching method is mainly hands-on. It is supported by presentation, demonstration, encourage reflections, discussions, and questions and answers.

Clinic Session

Time will be set aside to examine each participant's project and provide needed suggestions, corrections and efficiency tips.

Day 2: Advance functions in NVivo

The second day is designed as a follow-on from day-1.

Morning session you will learn to:

1. Use sets and search folders to organise and filter your data for specific research questions.
2. Use a number of queries - coding, matrix and group queries to ask questions and gather coded references to answer them.
3. Use concept maps, project maps to explore and patterns and relationships in your data.
4. Explore the use of audio, video, and social media content in NVivo.
5. Advise on how to setup and manage a group project involving a number of researchers or coders from different geographical locations, working on the same project.
6.

Afternoon session you will learn how to:

1. Create a literature review project and learn how to quickly explore your literature using keywords and phrases;
2. Code your finds into thematic coding framework for further analysis and reporting.
3. Generate "word cloud" for poster presentation.
4. Create Framework Matrices – a data reduction methodology developed by Liz Spencer and Jane Ritchie of **NatCen** to conduct case by case analysis of policy document or systematic literature review.

Clinic Session

The tutor will examine each participant's project on their coding, node structure, and classification to provide suggestions, corrections and efficiency tips. This will ensure that your coding and node structure will support in-depth data analyses.

Learning Support

Each participant will receive a comprehensive training workbook and after training support by phone and email.

You are also invited to join weekly after training support webinar.

Teaching Methods

The teaching method is mainly hands-on. It is supported by presentation, demonstration, encourage reflection, discussions, questions and answers.

Certification

Each participant receives a certificate of completion.

Email your support request to

elizabeth@datasolutionservices.co.uk