

Day 1	Time	Content
	9:00 – 9:15	Introductions
	9:15 – 11:00	The theoretical project – a conceptual overview of four key decisions to be made concerning research design as you approach your project
	11:00 – 11:30	Break
	11:30 – 1:00 pm	A tour of NVivo (theory applied)
	1:00 – 2:00 pm	Lunch
	2:00 – 3:15	Setting up and backing up your project Importing your data Setting up and linking your demographic/profiling information See Stepwise Details
	3:15 – 3:30 pm	Break
	3:30 – 4:30	Creating a coding structure and coding to it Registering instructions for post training support

Day 2	Time	Content
	9:00 – 9:30	Introduction to Day 2 Content
	9:30 – 11:00	Import Questionnaires Import Quantitative data and match cases Use coding query (simple) to address part 1 of the research question (creating groups) Target a participant set and use coding query (advanced) to group them Auto-code their qualitative responses to a single node Code on their responses to identify reasons for change
	11:00 – 11:30	Break
	11:30 – 1:00 pm	Export results and report graphically on weighting of themes Share information using “Annotations” Link to the literature using “See Also Links” Generate preliminary findings using “Memos” (proposition/summary statements) Test preliminary findings

		<p>against demographics to further explore/analyse results using “Visualisations”</p> <p>Further interrogate data by automated coding by demographic value (gender) using an advanced coding query</p> <p>Use text search to augment manual coding and integrate results</p>
	1:00 – 2:00 pm	Lunch
	2:00 – 3:15	<p>Use a compound query to refine searches</p> <p>Use matrix for deeper integration/exploration of relationships within the data</p> <p>Share/report data with non-NVivo users using HTML Word and Excel export options</p> <p>Demonstrate “Word Frequency Searches”, “Coding Comparisons Query” and working with PDFs</p> <p>See Stepwise Details</p>
	3:15 – 3:30 pm	Break
	3:30 – 4:30	<p>Three types of automatic coding explained</p> <p>Live Sessions (for those with live data)</p>

Day 1 - Afternoon	
2:00 pm	Setting up your NVivo database
	Backing up your database
	Backup using Windows Explorer
	Backing up from within NVivo
	Change your setting to reduce risk of data loss
	Create automated recovery files
	Importing your data
	Creating Case Nodes
	Set up your attributes and link their values to your cases (manually)
	Creating Classifications
	Creating Attributes and Values
	Linking the Classifications Sheet to our Cases
	Populating the cases with the Relevant Information for Each Case
	Organising your data
	Auto coding your data
	Correcting formatting errors in your transcripts by merging nodes
	Merging nodes
	Why auto-code? – Benefits and limitations of auto-coding
	Benefits
	Limitations
3:30 pm	Begin manual interpretive coding of your data
	Reflective exercise – coding strategy
	Manual interpretive coding
	Uncoding data
	Reviewing your coding
	Managing your coding
	Colour coding nodes
	Workshop Evaluation

Day 2 – all day	
9:30 am	Importing your data and Setting up your Cases (from day 1)
	Create Thematic Node Folders
	Creating Cases
	Importing Quantitative Data and Matching to Case Nodes
	Matching cases from SPSS
	Importing Excel table into NVivo
	Using a coding query (simple) to address part 1 of the research question
	Use an Advanced Coding Query to Target a participant set and group them
11:00 am	Code the qualitative responses to a single node
	Code on their responses to identify reasons for change
11:30 am	Display the weighting of Codes in NVivo
	Export results and report graphically on weighting of concerns
	Share information using annotations
	Generate preliminary findings using memos (proposition/summary statements)
	Linking to the Literature - Using “See Also Links” in NVivo
	Use Visualisations to Test Preliminary Findings against Demographics
	Use text search to augment manual coding and integrate results
	Validation of text searches
	Using the Word Tree
1:00 pm	Some things to Know about Text Searches
2:00 pm	Use a compound query to refine searches
	Use matrix for deeper integration/exploration of relationships within the data
	Matrix for Version 12.0
	Matrix for Version 12.1
	Run a Cross Tabular Query to Nestle Attributes
3:15 pm	A word on Matrices
	Use a cross tab query
3:30 pm	NVivo Elements Discussed & Demonstrated (No exercises)
	Word Frequency Searches
	Interrater Reliability Testing (Coding Comparison Query)
	Working with PDFs
4:30 pm	In summary: