Training Course on Data Management and Analysis using SPSS

Professional Development Training Course Outline

Category	Research and Data Analysis	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Data analysis is a cornerstone of evidence-based decision-making across industries, from academia and healthcare to business and development programs. This comprehensive training course equips participants with the practical skills needed to manage, analyze, and visualize data effectively using SPSS, one of the most popular statistical software tools. By mastering SPSS, you can transform raw data into actionable insights, creating a powerful foundation for impactful decision-making.

Whether you're an experienced analyst or new to statistical software, this course will enhance your proficiency in SPSS. By the end of the training, you'll be able to manage data effectively, perform advanced statistical analyses, and deliver visually compelling outputs that meet organizational objectives and industry standards.

Programme Curriculum

Training Course on Data Management and Analysis using SPSS

Introduction

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Duration

5 days

Course Objectives

1. Introduce participants to the fundamentals of SPSS for data management.
2. Train participants to clean, code, and organize datasets effectively.
3. Equip participants with techniques for descriptive and inferential statistical analysis.
4. Enable participants to create professional, high-quality graphics and charts.
5. Teach methods for hypothesis testing and statistical modeling.
6. Enhance skills in generating detailed reports and dashboards.
7. Demonstrate advanced analytical techniques, including regression and factor analysis.
8. Provide insights into handling large datasets and automating analysis processes.
9. Explore integration of SPSS outputs into decision-making frameworks.
10. Ensure participants can apply SPSS in various industries and research contexts.

Organizational Benefits

1. Enhance the analytical capabilities of staff members for data-driven decision-making.
2. Improve the quality and reliability of data analysis within the organization.
3. Increase efficiency in processing and managing large datasets.
4. Foster a culture of evidence-based planning and evaluation.
5. Enable staff to produce professional reports with compelling graphics.
6. Strengthen organizational capacity for monitoring and evaluation activities.
7. Support strategic planning with actionable insights derived from data.
8. Reduce reliance on external consultants for statistical analysis.
9. Promote stakeholder confidence through accurate and visually engaging data presentations.
10. Drive innovation by leveraging advanced statistical methods and tools.

Target Participants

- Data analysts and statisticians
- Monitoring and Evaluation (M&E) professionals
- Researchers and academicians in various fields
- Program managers and officers in development projects
- Students pursuing studies in data-related disciplines
- Business analysts and consultants
- Healthcare professionals involved in research and evaluation
- NGO staff working in project design and evaluation

- Government officials handling data-driven planning
- Anyone interested in enhancing their SPSS skills

Course Outline

Module 1: Introduction to SPSS

1. Overview of SPSS and its applications in data analysis.
2. Navigating the SPSS interface and features.
3. Importing, exporting, and organizing datasets.
4. Understanding variable types and data coding.
5. Case Study: Structuring survey data for analysis in SPSS.

Module 2: Data Management Techniques

1. Data cleaning: handling missing and duplicate data.
2. Transforming and recoding variables.
3. Creating and managing data subsets.
4. Merging and splitting datasets.
5. Case Study: Cleaning and preparing data for a health program evaluation.

Module 3: Descriptive Statistics and Data Visualization

1. Exploring measures of central tendency and dispersion.
2. Creating frequency tables and cross-tabulations.
3. Designing charts, histograms, and scatterplots.
4. Customizing graphics for publication-quality outputs.
5. Case Study: Visualizing program performance metrics.

Module 4: Inferential Statistics

1. Introduction to hypothesis testing and confidence intervals.
2. Performing t-tests and analysis of variance (ANOVA).
3. Correlation and chi-square tests for relationships.
4. Interpreting p-values and statistical significance.
5. Case Study: Hypothesis testing in a community health survey.

Module 5: Advanced Statistical Techniques

1. Regression analysis: simple and multiple.
2. Conducting factor and cluster analysis.
3. Time-series analysis and trend forecasting.
4. Applying non-parametric tests.
5. Case Study: Regression modeling for impact evaluation.

Module 6: Reporting and Decision-Making with SPSS

1. Exporting results to Word, Excel, and PowerPoint.
2. Creating dashboards and summary reports.

3. Integrating SPSS outputs into presentations.
4. Leveraging data insights for strategic decisions.
5. Case Study: Developing a comprehensive project performance report.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- **Interactive Lectures**: Covering foundational and advanced topics in SPSS.
- **Hands-On Exercises**: Practical sessions to apply learned skills on real datasets.
- **Case Studies**: Real-world examples to contextualize learning in participants' fields.
- **Group Work**: Collaborative problem-solving and peer learning activities.
- **Expert Guidance**: Mentorship from seasoned SPSS practitioners.
- **Customized Feedback**: Addressing individual participant challenges and needs.

This methodology ensures participants gain both theoretical knowledge and practical experience in data management, graphics, and statistical analysis using SPSS, empowering them to excel in their respective roles.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com