

## Agenda for Introduction to Qualitative Methods

DAY 1 – 26 JULY 2021			
TIME	AGENDA	KEY CONTENT	INSTRUCTOR
9.30 – 10.00 (30min)	Welcome and introduction of teaching team + participants		Whole team
10.00 – 10.50 (40min lecture + 10min Q&A)	Introduction to Qualitative Methods	<ul style="list-style-type: none"> <li>• What are qualitative methods?</li> <li>• Why do qualitative research?</li> <li>• When should and shouldn't you do qualitative studies?</li> <li>• What kind of research questions are appropriate for qualitative inquiry?</li> <li>• What are we looking for when we conduct qualitative studies?</li> <li>• Designing a qualitative research study: what kind of methods are available to me?</li> <li>• Which qualitative method is right for my study? How do I select the best method?</li> </ul>	Suan Pearlyn Jane
10.50 – 11.10 (20min)	<b>Break</b>		
11.10 – 11.45 (25min lecture + 10min Q&A)	The ethics of conducting qualitative research	<ul style="list-style-type: none"> <li>• Common concerns and questions</li> <li>• Protecting the privacy of your study participants</li> <li>• Obtaining ethical approval (with case studies on past research projects)</li> </ul>	Rayner
11.45 – 12.30 (40min lecture + 5min Q&A)	Qualitative study design 1: Interviews	<ul style="list-style-type: none"> <li>• What are the key factors we need to consider when designing an interview?</li> <li>• How to craft an interview guide</li> </ul>	Pearlyn Jane
12.30 – 13.30 (60min)	<b>Lunch</b>		
13.30 – 14.30 (45min lecture + 15min Q&A)	Qualitative study design 2: Focus Group Discussions and Participant Observation	<ul style="list-style-type: none"> <li>• What are the key factors we need to consider when designing a focus group discussion?</li> <li>• Crafting focus group discussion guides</li> <li>• How to effectively conduct participant observations</li> <li>• Why participant observations are useful in qualitative research</li> </ul>	Jane Rayner
14.30 – 14.45 (15min)	Workshop task 1 briefing + breakout groups		Whole team
14.45 – 15.00 (15min)	<b>Break</b>		

All timings reflected are in Singapore time (GMT+08:00)

<b>15.00 – 15.40</b> (40min group work)	Workshop task 1	• Hands-on practice designing interview guides	Whole team
<b>15.40 – 16.40</b> (60min)	Workshop task: Group Presentations + Discussion + Feedback		Whole team
<b>16.40 – 17.00</b> (20min)	Recap and Wrap Up		Whole team

<b>DAY 2 – 27 JULY 2021</b>			
<b>TIME</b>	<b>AGENDA</b>	<b>KEY CONTENT</b>	<b>INSTRUCTOR</b>
<b>9.30 – 9.45</b> (15min)	Welcome and regroup		Whole team
<b>9.45 – 11.00</b> (60min lecture + 15min Q&A)	Qualitative data collection	<p>Interviews:</p> <ul style="list-style-type: none"> <li>• Interviewing techniques, tips, and tricks</li> <li>• Conducting interviews virtually: Zoom, Skype, and other videoconferencing platforms</li> </ul> <p>Focus groups:</p> <ul style="list-style-type: none"> <li>• How to populate a focus group: understanding group dynamics</li> <li>• How to effectively facilitate a focus group discussion</li> <li>• Focus group discussion techniques</li> <li>• Conducting focus group discussions digitally – e.g. via WhatsApp</li> <li>• Sharing of examples of past focus group discussions from speaker’s experience</li> </ul> <p>Participant Observations:</p> <ul style="list-style-type: none"> <li>• Sharing of examples of past participant observation studies from speaker’s experience</li> </ul>	Whole team
<b>11.00 – 11.20</b> (20min)	<b>Break</b>		
<b>11.20 – 12.00</b> (40min group work)	Workshop Task 2	Hands-on practice designing focus group guides and participant observation protocol	Whole team
<b>12.00 – 13.00</b> (60min)	<b>Lunch</b>		
<b>13.00 – 13.45</b> (45min)	Workshop Task 2: Group		Whole team

All timings reflected are in Singapore time (GMT+08:00)

	presentations + Discussion + Feedback		
<b>13.45 – 14.40</b> (45min lecture + 10min Q&A)	Qualitative Data Analysis	<ul style="list-style-type: none"><li>• How to code: framework analysis, thematic analysis etc.</li><li>• Manual coding</li><li>• Software-based coding</li></ul>	Rayner Suan
<b>14.40 – 15.00</b> (20min)	<b>Break</b>		
<b>15.00 – 15.40</b> (40min)	Workshop Task 3	Manual coding using a framework	Whole team
<b>15.40 – 16.40</b> (60min)	Workshop Task 3: Group Presentation + Discussion + Feedback		Whole team
<b>16.40 – 17.00</b> (20min)	Recap and Wrap up		Whole team