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

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 – 11.00 (50min lecture + 10min Q&A)	Introduction to Qualitative Methods	• What are qualitative methods? • Why do qualitative research? • When should and shouldn't you do qualitative studies? • What kind of research questions are appropriate for qualitative inquiry? • What are we looking for when we conduct qualitative studies? • Designing a qualitative research study: what kind of methods are available to me? • Which qualitative method is right for my study? How do I select the best method? • Research etiquette in qualitative research	Suan
11.00 – 11.15 (15min)	Break		
11.15 – 11.45 (25min lecture + 5min Q&A)	Qualitative study design 1: Interviews	• Introduction to Interviews • What are the key factors we need to consider when designing an interview? • How to craft an interview guide	Pearlyn Jane
11.45 – 12.30 (45min)	Workshop task 1	• Briefing + Breakout Rooms • Hands-on practice designing interview guides	Whole team
12.30 – 13.30 (60min)	Lunch		
13.30 – 14.15 (45min)	Workshop task 1: Group Presentation and Discussion	• Presentation of task 1 (15min/group)	Whole team
14.15 – 15.00 (40min lecture + 5min Q&A)	Qualitative data collection – Interviews (Part 1)	• Interviewing techniques, tips, and tricks • Conducting interviews virtually: Zoom, Skype, and other videoconferencing platforms	Pearlyn Jane
15.00 – 15.15 (15min)	Break		

15.15 – 15.45 (30min)	Qualitative data collection – interviews (Part 2)	• Role playing and demonstration of interview techniques • Sharing of interview experiences from facilitators	Whole team
15.45 – 16.45 (60min)	Workshop task 2: Interviewing Skills & Techniques	• Hands-on practice conducting interviews with each other	Whole team
16.45 – 17.00 (15min)	Recap and Wrap Up	• Recap of the day • Q&A	Whole team

DAY 2 – 27 JULY 2021

TIME	AGENDA	KEY CONTENT	INSTRUCTOR
9.30 – 9.45 (15min)	Welcome	• Recap of Day 1	Whole team
9.45 – 10.15 (30min lecture)	Qualitative study design 2: Focus Groups	• Introduction to Focus Group Discussions • What are the key factors we need to consider when designing a focus group discussion? • How to populate a focus group: understanding group dynamics	Jane Suan
10.15 – 11.00 (40min lecture + 5min Q&A)	Qualitative data collection – Focus Groups (Part 1)	• How to craft a focus group discussion guide • Conducting focus group discussions digitally – e.g. via WhatsApp • How to effectively facilitate a focus group discussion	Jane Suan
11.00 – 11.15 (15min)	Break		
11.15 – 11.45 (30min)	Qualitative data collection – Focus Groups (Part 2)	• Focus group discussion techniques • Sharing of examples of past focus group discussions from speaker's experience	Jane Suan Pearlyn
11.45 – 12.15 (30min)	Workshop task 3: Focus Group Skills & Techniques	• Role playing and demonstration of focus group discussion techniques • Hands-on practice conducting focus groups with each other	Whole team
12.15 – 12.30 (15min)	Workshop task 3: Group Presentation and Discussion	• Sharing of experience (5min/group) • Q&A	Whole team
12.30 – 13.30 (60min)	Lunch		
13.30 – 14.00 (30min)	Qualitative study design 3:	• Introduction to Observational Methods	Rayner

	Observational Methods	• Sharing of examples of past participant observation studies from speaker's experience	
14.00 – 14.45 (40min lecture + 5min Q&A)	Qualitative Data Analysis	• How to code: framework analysis, thematic analysis etc. • Manual coding • Software-based coding	Rayner
14.45 – 15.15 (30min)	Workshop task 4: Coding and Analysis Exercise	• Participants will be given a sample transcript to code and analyze • Discussion/Sharing on coding exercise	Whole team
15.15 – 15.30 (15min)	**Break**		
15.30 – 16.00 (30min)	Reporting Qualitative Data	• How to present qualitative data	Rayner Jane
16.00 – 16.30 (20min lecture + 10min Q&A)	Ethics	• Common concerns and questions • Protecting the privacy of your study participants • Obtaining ethical approval (with case studies on past research projects)	Suan
16.30 – 17.00 (30min)	Recap and Wrap up	• Recap of the day • Q&A	Whole team