

Draft programme

Training Workshops

23rd November 2017

Venue: Ministry of Regional Development, AVI conference venue,
entrance from Pařížská Street 4, Prague

organised by

*Evaluation Unit of the National Coordination Authority,
Ministry of Regional Development*



EUROPEAN UNION
Cohesion Fund
Operational Programme Technical Assistance



MINISTRY
OF REGIONAL
DEVELOPMENT CZ

Programme

8:30 – 9:00 a.m.	registration and welcome coffee
9:00 – 10:30 a.m.	workshop block 1
10:30 – 11:00 a.m.	<i>coffee break</i>
11:00 – 12:30 a.m.	workshop block 2
12:30 – 1:30 p.m.	<i>lunch</i>
1:30 – 3:00 p.m.	workshop block 3
3:00 – 3:30 p.m.	<i>coffee break</i>
3:30 – 5:00 p.m.	workshop block 4, approximate end time

Practical information

Venue: Ministry of Regional Development, AVI conference room, enter from Pařížská st. 4.

Lunch and refreshments during coffee breaks will be provided.

Each workshop is designed as a full-day activity. Participants are expected to select one workshop and participate in all blocks of their selected workshop.

For Workshop 2, participants are expected to bring their own laptops. If it is a problem, please contact us on jana.drlikova@mmr.cz .

The workshops will be conducted in English. Interpretation will not be available.

Workshop details

Workshop 1 – Survey Design

Expert trainer: Levente (Levi) Littvay, PhD

Become a survey expert. Workshop covers the basics of questionnaire design & implementation. We cover what to consider when working to get the unbiased responses from the people surveyed.

Surveys seem simple. And they are. Just ask the questions you want answered and you have the data. But there are many considerations you may have not considered. Do you think questions should be asked differently over paper, a screen or the phone? I would say yes. Is it possible to ask questions in a way that the responses you get will be biased? Definitely. (And usually we do not want this.) This workshop will cover the most important considerations in questionnaire design. We will go through various strategies to design your surveys to get the best and most unbiased data and make it as easy on your interviewee, your interviewer and your analyst.

Schedule

1. Thinking theoretically about measurement (90 min)
 - a. Measurement theory
 - b. Reliability and Validity
 - c. Single vs Multi-Item Measures
 - d. Thinking about analysis before design

2. Questionnaire Design Basics (90 min)
 - a. Styles
 - b. Modes
 - c. Question Types
 - d. Response Scales
3. Question Wording and Ordering (90 min)
4. Surveys for Pros (90 min)
 - a. Understanding Respondents
 - b. Understanding Interviewers
 - c. Effective Use of Surveys

About Levente (Levi) Littvay

Levente (Levi) Littvay is Associate Professor of Political Science at Central European University, Budapest Hungary, where he teaches graduate courses in applied statistics, electoral politics, voting behavior, political psychology, American politics and is the recipient of CEU's Distinguished Teaching Award. Received his MA and PhD in Political Science, MS in Survey Research Methodology and BS in Business Administration from the University of Nebraska-Lincoln. Consults regularly, taught numerous research methods workshops and is one of the Academic Convenors of the European Consortium for Political Research Methods Schools (the largest multi-method social science methods school). Secured close to half a million EUR in grants to conduct research on survey and quantitative methodology, twin and family studies (as the co-director of the Hungarian Twin Registry), and the psychology of radicalism and populism. Has publications in *The Journal of Politics*, *Political Psychology*, *Politics & Gender*, *PS*, *Swiss Political Science Review*, *BMC Medical Research Methodology*, *Behavior Genetics*, and along with other medical journals, in *Twin Research and Human Genetics* where he is Associate Editor for Social Sciences.

Workshop 2 – BASIC QUANTITATIVE ANALYSIS OF SURVEY DATA

Expert trainer: Martin Mölder

The objective of the workshop is to give a basic overview of how to work with survey data – how to summarize information from different kinds of variables, how to check basic associations and to present your findings. The workshop does not assume a prior experience in working with survey data. We will use Excel to go over examples throughout the sessions, thus a certain level of familiarity with this software is expected. **The participants should also bring their laptops, if possible (if not, please, contact Jana Drlíková – jana.drlikova@mmr.cz).** It will be beneficial if during the workshop everybody is able to follow the examples and go through them on their own computer.

Schedule

1. Data evaluation, cleaning and preparation
 - a. Goals of surveys and the problem of uncertainty
 - b. Data quality and data cleaning
 - c. Types of variables and recoding
2. Summarising variables
 - a. Summary measures for different types of data
 - b. What is the right graph for your data?
3. Looking for basic patterns in your data
 - a. Plotting several variables at a time
 - b. Basic measures of association
4. Statistical tests and basic inference
 - a. Testing for differences between groups

b. Basic regression for continuous and binary variables of interest

We begin with a short reflection on the characteristics of a survey as a source of data, its main objectives and the settings in which it is useful. Some of the limitations of surveys are potential bias and uncertainty that comes from the fact that we are not analysing information from all, but only some of the potential persons of interest. The problem of uncertainty is something that is present in all possible analyses of survey data and therefore it is a topic that will pop up at various points throughout the workshop. Much of the analysis of survey data is related to eliminating or coming to terms with these two issues – bias and uncertainty – and therefore this is the first thing to keep in mind.

It is almost never the case that we are immediately able to start working with our data as it comes to us. Some of the answers to questions are likely to be missing, perhaps there are some values that have been wrongfully recorded. A first step in analysing data is to check for potential problems like this and decide what to do with the cases that cannot be used for analysis. The usual option is to discard them, but that can have an impact on the quality of our subsequent results. And even if all the data is there, the variables that we want to work with might not be in the form that we need them, i.e. they must be recoded. Thus, the first session of the workshop will end with a quick look at how to recode variables.

In the second session, we begin with the most basic analyses that one can and should do with survey data. We will be looking at the main summary measures – central tendency and dispersion – for different kinds of variables (nominal, ordinal and continuous) and how to evaluate the uncertainty associated with them. We will also pay attention to the visual presentation of data across the different types of variables as visual communication of data or results, if done intelligently and stylishly, is often much more effective than simply presenting numbers.

In the third section, we will move on from single variables to looking at variables together to detect basic patterns of interest. We will focus again on visual presentation and will cover some of the basic plots that one can use to present the association between any two variables. We will end the section with looking at the corresponding measures of association, like correlation, analysis of variances and odds and odds ratios.

The final section will expand on measuring associations by looking at how to deal with uncertainty in this context in order to make valid inferences about the population of interest. The last sections of the workshop will be devoted to an overview of the most basic models that one can use to test whether there is an association between a variable of interest and several possible explanatory variables. We will be looking at models for binary and continuous variables of interest, how to implement such models and how to interpret and present the results.

About Martin Mölder

Martin Mölder has a Ph.D in political science from Central European University and is currently working as a researcher at the University of Tartu, Estonia. He has been an instructor at the European Consortium of Political Research Summer School in Methods and Techniques in 2016 and 2017, where he has taught how to use the statistical programming language R. At the University of Tartu, he is working on party politics and perceptions of political spaces and, among other things, teaching quantitative methods.