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# RESEARCH METHODS FOR POLICY ANALYSIS TRAINING WORKSHOP

November 2024 (10 days)

## Modules:

1. Overview of Research Methods for Policy Analysis
2. Practical Survey Research Techniques for Data Collection
3. Sampling Design for Surveys
4. Quantitative Analysis for Policymaking
5. Using Computer Software for Data Analysis
6. Qualitative Research: Methods & Data Analysis
7. Report Writing



8.00am - 5.00pm



Sukma Indera Hall,  
CSPS Building,  
Brunei Darussalam

The Centre for Strategic and Policy Studies is pleased to offer another training workshop on:

## **RESEARCH METHODS FOR POLICY ANALYSIS AND DECISION MAKING**

This course introduces Policy Analysis techniques using Qualitative and Quantitative Research Methods to support effective decision making. Practical research skills to assist policy making will be covered, including how to set up answerable research questions, design research plans, sampling design, collect quantifiable information, analyse and interpret quantitative information, and effectively report or communicate findings. The main focus of this course is quantitative; survey-based research, involving applied statistics, the use of computer software with special reference to actual case studies in Brunei Darussalam.

The course is suitable for anyone interested in degree and postgraduate level research, Masters and PhD students, and officers in the government or private sector who wish to acquire practical skills in quantitative research methods and practice to aid decision-making. Advanced quantitative skills are not required but a hands-on knowledge of basic computer applications, e.g., Microsoft Office, is assumed. Upon completion of the course, participants will receive a CSPS certificate of accomplishment and will be competent to:

- Understand the strengths and limitations of research methods in policy analysis;
- Able to design research techniques to investigate appropriate issues in public policy;
- Design a range of statistically acceptable sampling methods and make sound decisions about which type of sampling to apply for a research study;
- Formulate operational indicators for measurement of abstract policy concepts and construct good questionnaires to collect quantifiable information
- Understand key statistical concepts and methodologies used in data analysis;
- Gain practical knowledge of data management and analysis via widely used computer softwares (Excel and SPSS);
- Explore the different approaches to qualitative data analysis such as participant and non-participant observations, structured and semi-structured in-depth interviews, and focus group discussions; and
- Learn good report writing for policy making.

## TRAINING PROGRAMME

### DAY 1: 06 November

#### Module 1. Overview of Research Methods & Policy Analysis

An overview of the rationale and types of policy research and introduction to basic steps to conduct research, from conceptualisation and refinement of policy issues, designing researchable policy research questions, research design, observational techniques and data analysis.

### DAY 2 & 3: 07 & 11 November

#### Module 2. Practical Survey Research Techniques for Data Collection

Topics include the main steps in designing questionnaires and conducting surveys. Using case studies method, guidance will be given on formulating operational definitions and construction of effective indicators for empirical measurements of abstract policy concepts and to consider issues of reliability and validity in use of social indicators.

### DAY 4: 12 November

#### Module 3. Sampling Design for Surveys

A special focus on sampling design and methods used to conduct surveys. Topics include logic of sampling, sampling statistics, qualitative and quantitative sampling design, random and non-random sampling methods and case studies applications.

### DAY 5 & 6: 13 - 14 November

#### Module 4. Quantitative Analysis for Policymaking

This module provides an introduction to basic quantitative and statistical methods for policy analysis. Topics include descriptive statistics, statistical inference and linear regression. Participants are expected to develop a theoretical understanding of fundamental quantitative techniques and improve their use of Microsoft Excel tools for research and analysis.

### DAY 7 & 18 - 19 November

#### Module 5. Using Computer Software for Data Analysis

Emphasis of this module is on the application of the quantitative and statistical techniques covered in Module 4, using Excel and SPSS, to approach public policy issues and draw appropriate policy conclusions. Participants are expected to prepare a survey data file ready for analysis and to apply statistical techniques previously learned through the use of computer software using real-life data sets.

### DAY 9: 20 November

#### Module 6. Qualitative Research: Methods and Data Analysis

This module introduces qualitative research methods and the different approaches to qualitative data analysis such as participant and non-participant observations, structured and semi-structured in-depth interviews, and focus group discussions. It explores meanings and behaviors in a social context and the value of qualitative research in policymaking.

### DAY 10: 21 November

#### Module 7. Report Writing

This module highlights the different styles of report writing and provides guidelines for acquiring good report writing skills for policy making. Tips for effective presentation skills are also covered

## MAIN FACILITATORS

### **DR DIANA CHEONG - Executive Director**

Dr Diana Cheong is the Executive Director at the Centre for Strategic and Policy Studies (CSPS) and heads research and other core activities at CSPS. She specialises in Sociology, Public Policy and Economic Development. Her experience in the policy analysis field spans more than 20 years and she is a leading Policy Researcher and Consultant in Brunei. She has conducted pioneering research work in Brunei in the areas of poverty, unemployment, youth development, work and productivity issues. She successfully led several research projects on Brunei including a number of studies on Brunei Futures and Strategic Foresight, Youth and Drug Abuse, Poverty Studies, Unemployment Studies, Social Problems Among Young People, Blueprint For Vision 2035 Sustainable And Inclusive Land Transportation System, White Paper on Making Brunei Darussalam the Preferred Holiday Destination, Financial Literacy Survey, and National Strategy and the Formulation of Brunei National Youth Policy and Strategy 2020-35. She leads in designing and facilitating Executive Development Programmes particularly within the field of Public Policy Analysis, Survey Research Methods, Strategic Planning and Strategic Foresight. Prior to joining CSPS, she was a Senior Lecturer in Public Policy for Universiti Brunei Darussalam (UBD) and she taught Research Methods and Social Policy modules, amongst others. She is also a qualified Advocate & Solicitor (Lincolns Inn, Supreme Court of Brunei), Harvard trained in Negotiations and Competitive Decision Making, Strategic Planning (Haines Gold Mastery), Change Management (Macquarie Graduate School of Management, Australia and Strategic Foresight & Horizon Scanning (Action Foresight Australia).

### **DR AZRINAH RAHMAN - Researcher**

Dr Azrinah is a Researcher at the Centre for Strategic and Policy Studies (CSPS) and heads the Public and Social Policy Unit. Her research interest includes those on future skills and education, family and work-balance policies, intergenerational solidarity, gender disparity and women's status in society, and early childhood development. Her main focus and expertise are on qualitative research, which includes substantial literature reviews, data collection, and analysis, as well as conducting focus groups, in-depth interviews, and surveys. Azrinah has led several research projects including Mid Term Review of the ASEAN Socio Cultural Blueprint (ASCC), Evaluation of Current Policy Measures in achieving its Key Performance indicators (KPI) in Addressing Youth Unemployment, A Study of Reasons for the Commission of Theft by Convicted Persons Currently in Prison and Women Development in Brunei Darussalam.

### **DR KARTINI RAHMAN - Researcher**

Dr Kartini has a PhD in Gerontology from University of Southampton, a Master of Science (MSc) in Social Research from London Metropolitan University, and a Bachelor of Arts (BA) in Sociology and Politics from the University of Kent. Her expertise is in qualitative research, with an emphasis on in-depth interviewing, participant observation, thematic and case study analysis. She has over 10 years of practice and training in qualitative data analysis with the software NVivo. Dr Kartini has considerable experience facilitating workshops, report writing, data collection and supervising fieldworkers in several research projects such as 'The Brunei Barometer' (2023), 'Study of reasons for the commission of theft by convicted persons in prison' (2021), 'Brunei National Survey on Risk Factors of Non-Communicable Diseases' (2016), 'National Health Survey System' (2013), and so on. Her main research interests are population ageing, intergenerational support flows, with a focus on the contributions and unmet needs of older adults in Brunei.

### **DR HAZWAN HAINI - Researcher**

Dr Hazwan Haini is a Researcher at the Centre for Strategic and Policy Studies (CSPS). Dr Hazwan has a PhD in Economics from Loughborough University, UK, a Masters of Science (MSc) in Banking and Finance from Loughborough University, UK, and a Bachelor of Science (BSc) in Banking, Finance and Management from Loughborough University, UK. Dr Hazwan has spent several years as an academic at the University of Brunei Darussalam, and Loughborough University, with extensive experience in teaching and research. He has been

awarded several research grants and has achieved the Research Excellence Award at UBD. His main research interests include growth economics, applied economics, economic diversification, and fiscal consolidation.

#### **NUR IZZATI HAJI SHAHARI - Associate Researcher**

Izzati Shahari is an Associate Researcher at the Centre for Strategic and Policy Studies (CSPS). Izzati has an MSc in Social Statistics (Research Methods) and a BSc in Applied Social Sciences (Criminology) from the University of Southampton, UK. Izzati's strong academic background on research methods, particularly in survey design and quantitative analysis of social science data, is complemented by her certification in Public Policy Analysis from the London School of Economics and Political Science (LSE). She is trained in experimental designs to assess the impact of public policies, public policy communication, and effective data visualisation. She also has considerable experience facilitating workshops and managing nationwide research projects such as the 'Brunei Barometer 2023', 'National Financial Literacy Survey 2023' and 'Women Development in Brunei Darussalam'. Her capabilities include coding paper-based surveys into computer-assisted personal interviewing (CAPI) tools, utilising digital tools to manage large survey data, as well as overseeing and providing guidance to fieldworkers throughout the data collection period for quality assurance. Prior to joining CSPS, Izzati worked with the Brunei Darussalam Central Bank, where her responsibilities primarily concerned the development and implementation of national Anti-Money Laundering and Counter-Terrorism Financing (AML/CFT) policies.

#### **MUHAMMAD SUFRIZUL HJ MD HUSSEINI - Associate Researcher**

Sufrizul Husseini is an Associate Researcher at the Centre for Strategic and Policy Studies (CSPS). Sufrizul has recently completed his PhD in Economics. His current research interest is in the area of international economics, economic growth, international trade and trade policy. Prior to joining CSPS, Sufrizul was a PhD Candidate in Economics at the School of Business and Economics, Universiti Brunei Darussalam (UBD). He graduated with a Master's in Economics from Universiti Brunei Darussalam, and a Bachelor's degree in International Economics from University of Essex, United Kingdom. Before entering UBD, he completed an internship at the Centre of Islamic, Banking, Finance and Management (CIBFM) and worked as a Research Assistant during his Masters in UBD.

#### **AHMAD KHAIRUL ANWAR BIN NOR HASHIM (Associate Researcher)**

Anwar Nor Hashim is an Associate Researcher at the Centre for Strategic and Policy Studies (CSPS). His primary responsibility is to provide support for research projects within the fields of economics and social policy. Some recent projects that Anwar has been actively involved in include 'Brunei Economic Outlook,' 'The Brunei Barometer' (2023), and the development of strategic plans for external agencies. He also facilitates Research Methods for Policy Analysis workshop for government stakeholders. His primary research interests are centered on macroeconomics and labor economics, and he is also proficient in data analytics; including data cleaning, analysis, and visualization. Before joining CSPS, he worked at Berjaya Corporation in Kuala Lumpur, where he was tasked with conducting data analysis and extracting valuable insights to guide strategic decision-making across various business units. Anwar obtained a Master's degree in Economics from Universiti Kebangsaan Malaysia (UKM) with a research dissertation on the macroeconomic determinants of unemployment in Malaysia throughout 1982 to 2019. He earned a Bachelor's Degree in Economics from Universiti Brunei Darussalam (UBD) and was a recipient of the university's Silver Medal.

# Registration

To find out more, please visit  
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📘 [csps.brunei](https://www.facebook.com/csps.brunei)

📷 [csps\\_brunei](https://www.instagram.com/csps_brunei)

**LAST DAY OF  
REGISTRATION**

**14 October 2024**

## ***Participants' Feedback:***

"GREATLY APPRECIATE FACILITATORS TEACHING  
STYLE, CLEAR FORMATTING, INSIGHTFUL  
EXAMPLE, AN ENGAGING WAY OF EXPLAINING  
CONCEPT"

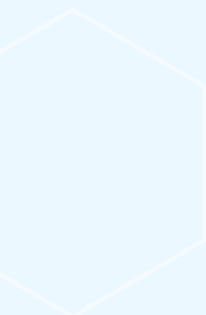
***Workshop Participant, 2023***

"EACH MODULE WERE PRESENTED VERY WELL  
AND QUALITY OF THE CONTENT WAS GREAT"

***Workshop Participant, 2023***

"IT WAS EXCELLENT CONTENT AND FLOW  
WISE. THE DURATION IS GOOD, ESPECIALLY  
CONSIDERING THE COMPREHENSIVENESS OF  
THE SUBJECT."

***Workshop Participant, 2023***



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