



*Training Course:
Preparing Studies & Research*

*9 - 13 February 2026
Amsterdam (Netherlands)*

Training Course: Preparing Studies & Research

Training Course code: SC236324 From: 9 - 13 February 2026 Venue: Amsterdam (Netherlands) - Training Course Fees: 6300 € Euro

Introduction

In an era driven by knowledge, innovation, and informed decision-making, the ability to design and conduct high-quality studies and research has become an essential skill for professionals across all sectors. Whether in public administration, academia, business, or industry, research and analytical studies provide the foundation for sound policies, strategies, and operational improvements.

The Preparing Studies and Research program, designed by Global Horizon Training Center, is developed to provide participants with a structured and practical understanding of the research process – from identifying problems and setting objectives to collecting data, analyzing results, and presenting findings effectively. This program combines theoretical principles with applied techniques to help professionals produce impactful and evidence-based research studies that support organizational development and strategic decision-making.

Objectives

By the end of this program, participants will be able to:

- Understand the fundamental concepts, stages, and purposes of research and study preparation.
- Identify research problems and formulate clear, measurable objectives.
- Design effective research methodologies and select appropriate data collection tools.
- Analyze quantitative and qualitative data accurately and interpret results logically.
- Prepare and structure professional research reports and studies aligned with academic and professional standards.
- Develop strong referencing, documentation, and presentation skills.
- Enhance critical thinking and analytical capabilities for evidence-based decision-making.

Organizational Impact

Upon completion of this program, organizations will benefit through:

- Improved quality and credibility of research and analytical reports produced internally.
- Stronger evidence-based decision-making processes.
- Enhanced staff capabilities in identifying and solving organizational challenges using structured research methods.

- Increased innovation through systematic study and analysis of issues and opportunities.
- Better alignment between research outputs and strategic goals.
- A culture of continuous learning, evaluation, and improvement within departments.

Target Audience

This program is suitable for:

- Researchers and analysts in government, private, and academic institutions.
- Strategic planning and policy development professionals.
- Department heads and supervisors involved in research-based decision-making.
- University staff, graduate students, and educators.
- Professionals responsible for preparing feasibility studies, reports, and evaluations.
- Anyone wishing to strengthen their research and analytical skills for professional growth.

Outline

Day 1: Fundamentals of Research and Study Preparation

- Introduction to research and its importance in organizational development
- Types and classifications of research descriptive, analytical, applied, etc.
- Stages of the research process
- Identifying and defining research problems
- Setting goals, questions, and hypotheses
- Group activity: Defining a research topic relevant to participants' fields

Day 2: Designing the Research Framework

- Structuring a research plan and framework
- Selecting suitable research methodologies qualitative vs. quantitative
- Data collection tools: surveys, interviews, observation, and document analysis
- Sampling techniques and population selection

- Research ethics and data integrity
- Workshop: Developing a research design and methodology section

Day 3: Data Collection and Analysis

- Data collection procedures and best practices
- Techniques for organizing and coding data
- Introduction to data analysis tools and methods
- Quantitative analysis descriptive statistics, correlation, etc.
- Qualitative analysis thematic analysis, coding, content analysis
- Practical exercise: Analyzing sample data using real-world examples

Day 4: Writing and Presenting Research Results

- Structuring research reports and academic papers
- Writing clear and cohesive sections introduction, literature review, methodology, results, discussion, and conclusion
- Integrating tables, charts, and figures effectively
- Academic writing standards and citation systems APA, MLA, etc.
- Practical session: Drafting and reviewing sections of a study report

Day 5: Evaluation, Review, and Application

- Reviewing and evaluating research for quality and credibility
- Common errors in research preparation and how to avoid them
- Communicating research findings effectively to different audiences
- Turning research results into actionable recommendations
- Final Workshop: Presenting a mini research proposal or report
- Course wrap-up and feedback session

Registration form on the Training Course: Preparing Studies & Research

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