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## CRCF Workshop Series 2017: Data Organization and Management



### Objectives

This workshop will provide you with basic strategies to manage research data. Topics include general Dos and Don'ts for data management, development of user friendly code-book, file and references organization with zotero, as well as basic data cleaning before analysis. Because this is a hands-on workshop, participants are strongly encouraged to bring their laptops and install the latest version of SPSS (version 19 or later).

This workshop will be divided into four parts:

1. Introduction to basic data management for current and future data
2. Introduction to zotero – references organization and management
3. Introduction to basic data cleaning using SPSS
4. Individual project consultation

### Who should attend:

This workshop is open to all faculty members and graduate students in CRCF and in the School of Social Work, who are or will be working with qualitative and/or quantitative research data. **RSVP is required due to limited space.**

Instructor: Biru Zhou, Ph.D.

Date: September 25th, 2017

Time: 9:00am to noon

To RSVP, please contact Biru at [biru.zhou\[at\]mcgill.ca](mailto:biru.zhou[at]mcgill.ca).