

Research Skills

In this age of information overload, it can be hard to know where to find good information that you can trust. If you're doing research for an important project, report, or proposal, how do you find information that you can count on?

This course will teach you how to research any topic using a number of different tools. We will start with basic techniques, such as reading, memory recall, note-taking, and planning. We will also talk about creating different kinds of outlines for different stages of your project, and how to move from the outline to actual writing, editing, and polishing. Most importantly, we will talk about how to use all kinds of sources, including a library's Dewey Decimal System, journals, and the Internet. After you complete this course, you'll be ready to find reliable information on any topic, and turn that information into a compelling, accurate piece of writing.

What Will Students Learn?

- ✓ Identify the benefits to proper research and documentation
- ✓ Read for maximum information retention and recall
- ✓ Take effective notes
- ✓ Plan a research strategy
- ✓ Identify and use various types of research sources
- ✓ Create preliminary and final outlines
- ✓ Know how to use style guides and be able to identify common styles
- ✓ Document and attribute your work to ensure you don't plagiarize

What Topics are Covered?

- ✓ Why are research skills important?
- ✓ Basic skills (reading, note-taking, and recall)
- ✓ Planning your research strategy
- ✓ Where to look and what to look for
- ✓ Finding information the old-fashioned way
- ✓ Researching with the internet
- ✓ Getting ready to write
- ✓ Putting pen to paper

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ certificate of completion

Pre-Registration Information

Yes! I would like to attend **Research Skills!**

Sign me up for the following session:

- 310 Oak Avenue, NBS Building 3rd floor Randburg.
- Accreditation : SETA : 12255
Bankseta : Bank-Corne180502

- All Training are from 9:00 a.m. until 3:30 p.m.
- Cost: Per person. Kindly contact the call centre
- Timeframe : 1-2 days.



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