



## WORKSHOP SERIES



## Survey Design for Research Findings



### You will learn how to:

Surveys are a common method used to capture feedback for decision making. Successfully launching an online survey is more than just asking a number of questions.

Surveys must be designed carefully to avoid validity issues because we rely on data from surveys to make strategic decisions. This survey incorporates the five-step SDeFoundation™ approach, which will be very useful for anyone responsible for customer product or service needs, customer satisfaction, employee satisfaction, or any other organizational needs.

- Write a data analysis plan. This should be your first step so that we may craft questions accordingly.
- Write questions that enable you to gather high quality primary data for decision making.
- Construct a response scale to capture appropriate data.
- Obtain a decent response rate. You will learn to offer the right incentives without losing integrity.
- Clearly present the information to your stakeholders.