# Using ChatGPT and Microsoft Copilot for data analysis

## Outline and agenda

**Half-day (3-hour) session:**

Virtual delivery

[training@fasttrackimpact.com](mailto:training@fasttrackimpact.com)

# Fast Track Impact

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# Course description

This workshop introduces practical approaches to using ChatGPT and Microsoft Copilot for data analysis, focusing on both quantitative and qualitative research methods. Participants will gain a foundational understanding of the AI tools' capabilities and their application in analysing and reporting data. The session includes a step-by-step guide to conducting thematic analysis, completing your analysis effectively, and understanding the tool's limitations, culminating in an interactive Q&A discussion.

**Key benefits:**

- Gain a clear understanding of ChatGPT and Microsoft Copilot's features and how they apply to analysing quantitative and qualitative data.

- Learn how to structure and interpret quantitative data using ChatGPT and Microsoft Copilot to extract useful insights.

- Understand key considerations for analysing qualitative data, ensuring thoughtful and accurate thematic analysis.

- Develop skills to complete analyses and produce coherent reports with ChatGPT and Microsoft Copilot's assistance.

- Explore the limitations of ChatGPT and Microsoft Copilot for data analysis to set realistic expectations and avoid common pitfalls.

- Participate in an interactive Q&A session to address your specific challenges and questions.

At the end of this workshop:

- Receive slides and links to useful resources you can borrow and adapt for your work.

- Prof Eric Jensen and Dr Aaron Jensen continue to answer all questions from participants via email after the course, guaranteeing a response to all questions within one week.

# Indicative agenda

*Start: 09:30 am (20-minute break included)*

**Part 1: Groundwork for using ChatGPT and Microsoft Copilot effectively**

- ChatGPT and Microsoft Copilot overview
- Using ChatGPT and Microsoft Copilot to analyse quantitative data
- Key context for analysing qualitative data

**Part 2: Using ChatGPT and Microsoft Copilot for data analysis**

- Conducting a thematic analysis
- Completing your analysis
- Using ChatGPT and Microsoft Copilot for reporting
- Limitations of ChatGPT and Microsoft Copilot for data analysis
- Q&A session/discussion

*Close: 12:30 pm*

# About Fast Track Impact

Fast Track Impact is an international training platform, delivered by the Institute for Methods Innovation, a non-profit organisation. Its mission is to change the way busy researchers generate and share knowledge so that their ideas can change the world and they can get their thinking time back.

Fast Track Impact runs training for researchers from every discipline, from PhD students to Professors, from departmental away days to cross-institution training days. It has trained 15,000+ researchers from more than 200 institutions in 55 countries.

# About the trainers

### Professor Eric A. Jensen

Prof Jensen is a social scientist with a PhD from the University of Cambridge in sociology. He is part-time professor at the University of Warwick, where he has led courses on public engagement with science, science policy, audience research and social research methods (including surveys and statistics). He is also a doctoral research supervisor for the University of Oxford. As a visiting research scientist at the National Center for Supercomputing Applications at the University of Illinois, Jensen works on a Sloan Foundation-funded project on research software policy.

Prof Jensen has 20+ years of research and practice experience in social research, evaluation, public and policy engagement and science communication. He has delivered hundreds of training workshops on evaluation methods and evidence-based science communication, as well as leading and consulting on projects large and small on public engagement with research, impact evaluation, socially responsible research, and environmental communication. Prof Jensen also serves as an Independent Ethics Mentor for European Commission-funded projects, reviewing data management and ethics planning. He has extensive experience in ethical approval processes in higher education.

### Dr Aaron Jensen

Dr Aaron Jensen's social research experience includes nearly a decade of leading and supporting roles in the design, coordination and delivery of 30+ research and innovation projects globally. He has demonstrated proficiency and expertise as a professional evaluation consultant with advanced social research methods in a wide range of real-world contexts.

His social research portfolio includes postdoctoral-level contributions to eight European Commission-funded (H2020) projects requiring expertise in social research. He has

co-authored numerous competitive proposals and grant applications that secured awards from national, government, and higher education funders for large-scale, multi-national projects.

Dr Jensen often works at the intersection between research and technical teams to ensure robust methodologies, data management and data protection (GDPR). He has co-founded multiple enterprises and research initiatives and co-developed an innovative, propriety digital research technology to maximise the efficient delivery of advanced research protocols with process automation and dynamic insights with real-time analytics.

## What people are saying about this course

*"This workshop allowed me to gain an insight into the ways in which Chat GPT can be used to assist data analysis. Also, understanding its limitations as a tool, and greater awareness of issues such as data security in relation to the tool."*

*"The breakout rooms where we tried each step was useful - far more practical than trying to just remember from a lecture alone. I also appreciated that lots of time and space was left for answering questions throughout the workshop, so questions could be asked as they arose."*

*"I now have more practical knowledge on how to go about working with AI in research, and a bit of confidence that it is possible!"*

*"I learned more about how to use ChatGPT for analysis. I had already tried this out myself and was getting disappointing results. I now know more about the importance of writing good, detailed prompts and about the limitations of the ChatGPT as well."*

*"The most valuable learning was about how to 'communicate' with ChatGPT to get the outcomes desired."*

*"The principles of interrogation and applying them was really useful. Prof Jensen was right to encourage the use of one's own data... that helped me see what Chat GPT could and couldn't do more clearly."*