



ANALYSIS

**DATA ANALYSIS**

# **DEVELOPING SKILLED INDIVIDUALS FOR DATA-DRIVEN DECISION MAKING AND BUSINESS INTELLIGENCE**

*• Analyze Data Effectively • Create  
Insightful Reports • Make Smarter Decisions*



# Audience

Data Analysis for Training is designed for individuals who want to develop foundational data analysis to advanced skills using practical tools and techniques for business and organizational decision-making.

The training equips participants with the ability to collect, organize, analyze, and interpret data confidently while presenting meaningful insights professionally.

## **Ideal for:**

- Administrative staff and office assistants
- Data Analysts
- Students and entry-level professionals
- Project & Operations Managers



# Course Description

This unified Data Analysis course takes participants from foundational knowledge through to expert-level analytical capabilities. It is structured into two progressive tracks — Beginner and Advanced — within a single integrated program.

Participants will learn to collect, clean, organize, and interpret data, create professional visualizations and dashboards, and present strategic insights that drive real business decisions.

The course blends practical, tool-based learning with real-world applications, equipping participants at every level to work confidently with data.



# Course Outline

Module 1: Introduction to Data Analysis and Business Intelligence

Module 2: Data Cleaning, Structuring & Transformation

Module 3: Data Collection and advanced Microsoft excel

Module 4: Working with Microsoft Excel for Data Analysis

Module 5: Data Visualization Using Charts and Graphs

Module 6: Basic Reporting and Dashboard Creation

Module 7: Interpreting Data and Performance Analysis



# Training Details

Duration: 4 Days

Training Fee:450,000( excluding tax)





# Thank you



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