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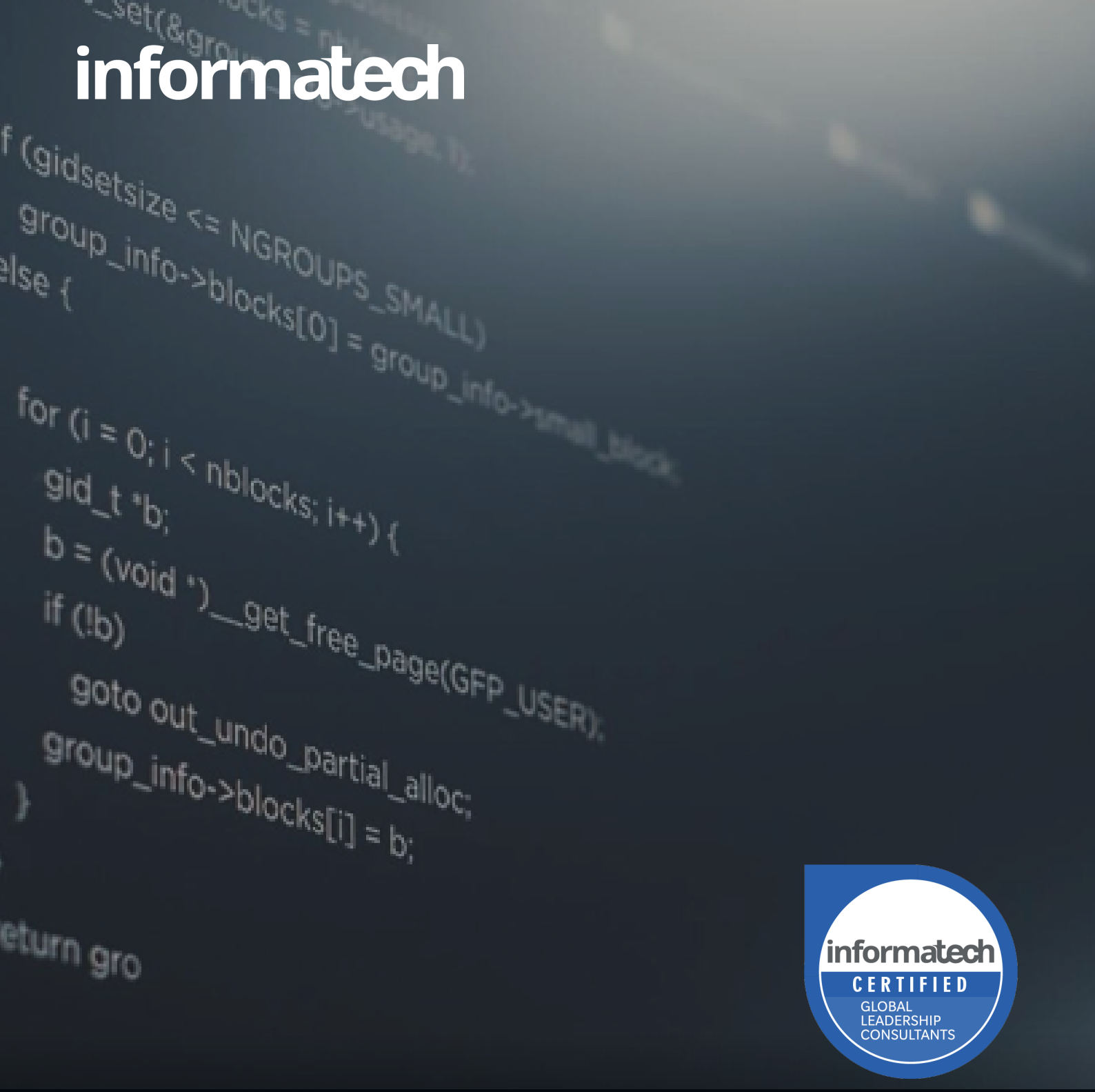

DIGITAL INNOVATION AND TRANSFORMATION | COURSE

Data Analysis and Reporting Techniques

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Course content

Why Attend

Course Introduction

In today's data-driven world, organizations rely on accurate and insightful data analysis to make informed decisions.

This Data Analysis and Reporting Techniques training course equips participants with the skills to analyze data effectively, derive actionable insights, and present findings through professional reports. Utilizing practical tools and real-world scenarios, this training provides hands-on experience to enhance your data analytics and reporting capabilities.

Course Methodology

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes an interactive mixture of lecture-led learning & group discussions.

Who should Attend?

This training course is suitable to a wide range of professionals but will greatly benefit:

• Business analysts

• Data analysts and reporting professionals

• Managers and decision-makers relying on data insights

• Professionals involved in business intelligence and reporting

• Anyone seeking to enhance their data analysis and reporting skills

Course Objectives

By the end of this training course, participants will be able to:

• Master foundational and advanced data analysis techniques

• Learn how to use tools such as Excel, Power BI, and Tableau for analytics and visualization

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Course Objectives

- Understand data cleaning, preparation, and exploration processes
- Gain the ability to create meaningful, visually appealing, and actionable reports
- Enhance decision-making through data-driven insights

Course outline

Day One: Fundamentals of Data Analysis

- Introduction to Data Analysis: Concepts and Importance
- Data Types and Data Sources
- Data Cleaning and Preparation Techniques
- Exploring Data with Statistical Tools
- Hands-on Practice: Cleaning Raw Data for Analysis

Day Two: Data Analysis Techniques

- Descriptive Statistics: Mean, Median, Mode, and Variance
- Introduction to Inferential Statistics
- Data Analysis Using Excel: Functions and Formulas
- Hands-on Practice: Conducting Basic Analysis with Spreadsheets
- Case Study: Analyzing Business Trends

Day Three: Data Visualization for Reporting

- Principles of Effective Data Visualization
- Tools for Visualization: Excel, Power BI, and Tableau Overview
- Creating Charts, Graphs, and Dashboards

Course content

Course outline

• Interactive Reporting with Power BI

• Hands-on Practice: Building a Dashboard for Real-Time Insights

Day Four: Advanced Reporting Techniques

• Storytelling with Data: Crafting the Narrative

• Report Automation: Using Macros and Scripts

• Analyzing Trends and Predictive Reporting

• Best Practices in Report Writing and Formatting

• Hands-on Practice: Creating a Professional Business Report

Day Five: Integration and Practical Applications

• Integrating Data from Multiple Sources

• Scenario Analysis and Decision Modeling

• Data-Driven Decision-Making in Real-World Scenarios

• Group Exercise: Presenting Findings to Stakeholders

Seminar dates

Available seminar dates

Live dates and pricing for Data Analysis and Reporting Techniques generated from the course details page.

Date	Location	Format	Fee
8 - 12 June 2026	Kuala lumpur - Malaysia	Classroom	**€2,250.-**
6 - 10 July 2026	Barcelona - Spain	Classroom	**€3,850.-**
10 - 14 August 2026	London - U.K	Classroom	**€4,200.-**
14 - 18 September 2026	Munich - Germany	Classroom	**€3,450.-**
5 - 9 October 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
16 - 20 November 2026	London - U.K	Classroom	**€4,200.-**
7 - 11 December 2026	Istanbul - Turkey	Classroom	**€2,850.-**

Live online option	Online delivery is available at €1,850.-.