

BUSINESS STATISTICS FOR MANAGERS MADE EASY USING MICROSOFT EXCEL

“Turning Raw Data into Reliable Decisions with Excel-Based Statistical Tools”

Schedule

Date	Venue	Fees (Face-to-Face)
04 – 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

In today’s data-driven business environment, managers are expected to make informed decisions using statistical insights. However, many professionals find statistical methods complex and inaccessible. This course simplifies statistics for non-specialists by leveraging Microsoft Excel—a familiar and powerful tool.

This 2-day hands-on training program is designed to help managers and business professionals apply core statistical techniques using Excel. Participants will learn to summarize data, identify patterns, and make data-based decisions using real-world business scenarios, without the need for advanced math or programming.

Objectives

- By the end of this course, participants will be able to:
- Understand and apply fundamental statistical concepts in a business context
 - Use Excel tools to perform descriptive and inferential statistical analysis
 - Interpret outputs such as means, medians, correlations, and regressions
 - Visualize data trends and distributions for reporting and presentations
 - Apply statistics to solve real business problems in marketing, HR, finance, and operations

Why Attend

- Gain confidence in using statistics for decision-making
- Translate raw data into meaningful management insights
- Learn Excel shortcuts and built-in statistical functions
- Avoid costly misinterpretations and guesswork in business analysis
- No need for prior statistics or programming background—100% Excel-based

Target Audience

This program is designed for:

- Managers, team leaders, and analysts in any business function
- HR, finance, operations, and sales professionals
- Executives responsible for KPI tracking and performance analysis
- Entrepreneurs and small business owners seeking data insights
- Anyone seeking to make smarter, data-driven decisions using Excel

Individual Benefits

Key competencies that will be developed include:

- Data organization, summarization, and visualization
- Statistical interpretation of business performance metrics
- Excel-based problem solving using formulas, PivotTables, and charts
- Analytical thinking and data storytelling
- Increased confidence in presenting statistical results

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Smarter decision-making across departments based on evidence
- Faster, more accurate performance tracking using Excel
- Better communication of results through clear data visuals
- Greater consistency in data analysis practices company-wide
- Reduced dependency on external analysts or complex software

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Simplified explanation of core statistical methods
- Case Studies – Business applications of statistics in different functions
- Workshops – Hands-on Excel exercises for real-time data analysis
- Peer Exchange – Group discussions on applying statistics to your job
- Tools – Custom Excel templates, analysis checklists, and reference guides

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Core Concepts and Descriptive Statistics in Excel

- **Module 1:** Introduction to Business Statistics (07:30 - 09:30) • Why statistics matter in business • Types of data and data scales • Overview of Excel’s statistical tools
- **Module 2:** Descriptive Statistics Made Simple (09:45 - 11:15) • Calculating mean, median, mode, range, and standard deviation • Using Excel Data Analysis ToolPak • Interpreting summary statistics
- **Module 3:** Data Visualization and Trend Analysis (11:30 - 01:00) • Creating and interpreting histograms, line charts, and box plots • Using PivotTables and conditional formatting • Identifying outliers and trends
- **Module 4:** Hands-on Exercise - Analyzing a Sales Dataset (02:00 - 03:30) • Live demonstration and group activity in Excel

Day 2: Inferential Statistics and Business Application

- **Module 5:** Correlation and Relationship Analysis (07:30 - 09:30) • Understanding correlation vs causation • Using Excel’s CORREL and scatterplot tools • Applying insights to marketing or HR data
- **Module 6:** Introduction to Regression and Forecasting (09:45 - 11:15) • Basics of linear regression in Excel • Forecasting trends and predicting outcomes • Business applications: budgeting, staffing, sales
- **Module 7:** Hypothesis Testing and Risk (11:30 - 01:00) • Confidence intervals and p-values made easy • When to use t-tests and chi-square in decision-making • Applying tests to real-world business questions
- **Module 8:** Final Review and Application Planning (02:00 - 03:30) • Recap of Excel templates and tools • Group discussion: applying new skills to your job • Certification and course wrap-up

Certification

Participants will receive a Certificate of Completion in Business Statistics for Managers Using Excel, validating their ability to apply practical statistical techniques and Excel tools to real-world business decisions.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: +601116373203	EMAIL: info@mawaevents.net
--	--	--

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.