

DATA ANALYSIS TOOLS & DASHBOARD REPORTING

"Turn Raw Data into Actionable Insights with Analytical Tools and Dynamic Dashboards"

Schedule

Date	Venue	Fees (Face-to-Face)
06 - 10 Apr 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

Data is the new currency of business decision-making. However, without proper tools and techniques, even large volumes of data can remain underutilized. This course empowers professionals to efficiently analyze, interpret, and present data using powerful tools and visualization methods.

Over the course of five days, participants will gain hands-on experience with data analysis functions, Excel-based dashboards, and business intelligence tools to convert complex datasets into clear, actionable visual reports. Whether you're reporting KPIs or presenting executive summaries, this course ensures your data drives results.

Objectives

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

- Understand core principles of data analysis and performance measurement
- Clean, organize, and analyze data using advanced Excel functions
- Create dynamic dashboards using PivotTables, charts, and slicers
- Utilize basic Power BI or other tools for interactive reporting
- Design insightful and user-friendly dashboards for decision-makers

Why Attend

- Learn practical skills to turn data into visual stories
- Automate performance tracking with Excel dashboards and Power BI basics
- Gain confidence in reporting trends, variances, and forecasts
- Improve the speed, accuracy, and clarity of your reports
- Deliver impactful presentations that enhance decision-making

Target Audience

This program is designed for:

- Analysts, data officers, and performance managers
- Finance, operations, and HR professionals
- Project managers and business planners
- Professionals responsible for reporting and performance monitoring
- Anyone seeking to enhance their data literacy and reporting skills

Individual Benefits

Key competencies that will be developed include:

- Data cleaning and transformation techniques
- Dashboard design and storytelling with data
- Advanced Excel functions (LOOKUP, IFs, conditional formatting, etc.)
- Use of PivotTables, slicers, and KPI indicators
- Introduction to Power BI or similar data visualization platforms

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More consistent and reliable data analysis processes
- Improved reporting transparency and speed
- Enhanced internal decision support and accountability
- Greater data ownership and interpretation across teams
- Standardized metrics and visual reporting templates

Instructional Methodology

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

- Strategy Briefings - Key concepts of analysis, reporting, and visualization
- Case Studies - Industry-specific reporting challenges and insights
- Workshops - Excel analysis, dashboard creation, and KPI tracking
- Peer Exchange - Sharing reporting techniques and challenges
- Tools - Dashboard templates, data models, and presentation formats

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: Introduction to Data Analysis & Structure

- Module 1: Principles of Data Analysis (07:30 – 09:30) • Understanding structured vs. unstructured data
- Module 2: Data Cleaning and Preparation (09:45 – 11:15) • Removing errors, handling blanks, and formatting
- Module 3: Workshop – Organizing Raw Data (11:30 – 01:00) • Using Excel tools to prepare datasets for reporting
- Module 4: Performance Indicators and Metrics (02:00 – 03:30) • KPIs, benchmarking, and scorecards

Day 2: Intermediate Excel for Analysis

- Module 1: Logical and Lookup Functions (07:30 – 09:30) • IF, VLOOKUP, INDEX/MATCH, nested formulas
- Module 2: Conditional Formatting and Alerts (09:45 – 11:15) • Highlighting trends and outliers
- Module 3: Workshop – Building Analytical Templates (11:30 – 01:00) • Automating calculations and reports
- Module 4: PivotTables and Data Aggregation (02:00 – 03:30) • Creating summaries and interactive analysis

Day 3: Dashboard Design Fundamentals

- Module 1: Dashboard Concepts and Best Practices (07:30 – 09:30) • Visual hierarchy, simplicity, and storytelling
- Module 2: Visual Elements and Data Charts (09:45 – 11:15) • KPI indicators, gauges, bar, line, combo charts
- Module 3: Workshop – Designing an Excel Dashboard (11:30 – 01:00) • Build a live dashboard with slicers and interactivity
- Module 4: Data-Driven Presentations (02:00 – 03:30) • Designing executive-ready reports

Day 4: Power BI Introduction & Visualization

- Module 1: Getting Started with Power BI (07:30 – 09:30) • Importing data, layout, and navigation
- Module 2: Visualizing Trends and Variances (09:45 – 11:15) • Charts, filters, and conditional visuals
- Module 3: Workshop – Creating Your First Power BI Report (11:30 – 01:00) • From data import to dashboard sharing
- Module 4: Interactive Reporting Features (02:00 – 03:30) • Drilldowns, filters, and user experience tips

Day 5: Capstone Dashboard Project & Review

- Module 1: Combining Tools for Impactful Reporting (07:30 – 09:30) • Excel + Power BI integration
- Module 2: Workshop – Group Dashboard Project (09:45 – 01:00) • Build and present a dashboard for a simulated business case
- Module 3: Wrap-Up and Feedback (02:00 – 03:30) • Review key takeaways, performance reflection, and course conclusion

Certification

Participants will receive a Certificate of Completion in Data Analysis Tools & Dashboard Reporting, validating their skills in turning data into insights using Excel and Power BI to support faster, smarter decision-making.

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