

Data Analysis and Reporting Techniques

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

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.

Why Attend

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

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

— Learning Objectives

- Master foundational and advanced data analysis techniques
- Learn how to use tools such as Excel, Power BI, and Tableau for analytics and visualization
- 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
1**

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
2**

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
3**

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
- Interactive Reporting with Power BI
- Hands-on Practice: Building a Dashboard for Real-Time Insights

**DAY
4**

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
5**

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

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Amsterdam - Netherlands	€2,125
16 - 20 November 2026	London - United Kingdom	€2,100
7 - 11 December 2026	Istanbul - Türkiye	€1,425
11 - 15 January 2027	Kuala Lumpur - Malaysia	€1,400
8 - 12 February 2027	Barcelona - Spain	€1,925
8 - 12 March 2027	London - United Kingdom	€2,100
12 - 16 April 2027	Munich - Germany	€2,125
10 - 14 May 2027	Amsterdam - Netherlands	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.