

Managing, Preparing Reports, and Analyzing Business Data

Bangkok (Thailand)

20 - 24 July 2026

UK Training

PARTNER



Managing, Preparing Reports, and Analyzing Business Data

Code: LM28 From: 20 - 24 July 2026 City: Bangkok (Thailand) Fees: 4700 Pound

Introduction

In today's data-driven business world, the ability to manage projects and analyze business data effectively is vital for success. This course is designed to equip participants with the skills to turn raw data into valuable insights that drive decision-making and enhance report preparation capabilities. Participants will learn how to prepare comprehensive business reports that clearly communicate their findings, using the latest tools and techniques to streamline data analysis and interpretation. The course emphasizes both the technical and strategic aspects of managing data, ensuring that each participant can confidently handle the data analysis process and communicate results effectively.

Course Objectives

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

- Grasp the fundamental concepts of data management and analysis.
- Acquire best practices for data preparation and report preparation.
- Cultivate the ability to interpret and convey business data findings effectively.
- Explore various tools and techniques for streamlined data analysis.
- Apply the acquired skills to real-world business scenarios, improving decision-making and reporting efficiency.

Course Outlines

Day 1: Fundamentals of Data Management

- Overview of data types, sources, and structures.
- Best practices for data collection and management.
- Principles of data quality and integrity.
- Tools for effective business data management.
- Introduction to data preparation and cleaning methods.

Day 2: Data Preparation Techniques

- Data cleaning and preprocessing strategies.
- Addressing missing data and outliers.
- Data transformation and normalization processes.
- Formatting data for analysis and reporting purposes.
- Basics of data visualization.

Day 3: Analyzing Business Data

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver. The text 'UK Training' is in a small, black sans-serif font, and 'PARTNER' is in a large, bold, black sans-serif font below it.

UK Training
PARTNER

- Key analytical methods for business data e.g., descriptive and diagnostic analysis.
- Utilizing pivot tables and fundamental statistical functions.
- Identifying trends, patterns, and insights within data.
- Techniques for exploratory data analysis EDA.
- Introduction to business intelligence tools.

Day 4: Report Preparation and Presentation

- Structuring data reports for clarity and effectiveness.
- Effective data visualization for business reports.
- Utilizing dashboards and reporting tools.
- Best practices in report formatting and styling.
- Communicating data insights to stakeholders.

Day 5: Case Studies and Practical Applications

- Hands-on experience with real-world data sets.
- Group exercises for report creation.
- Analyzing business processes and developing solutions.
- Peer review sessions and feedback.
- Final assessment and course conclusion.

Why Attend This Course: Wins & Losses!

By joining this course, participants will:

- Gain expertise in analyzing business metrics and business processes to make informed decisions.
- Learn data preparation techniques and how to transform raw data into actionable insights.
- Master report preparation strategies and tools for creating clear, engaging reports.
- Build critical managing projects skills to oversee data management processes effectively.
- Develop an understanding of how to use business intelligence tools to streamline data analysis.
- Improve the ability to communicate data findings clearly and effectively to stakeholders.

Conclusion

This course is an essential opportunity to enhance your skills in managing business data and preparing actionable reports. Whether you are aiming to improve your business analysis capabilities or streamline the data analysis and reporting processes, the tools and techniques covered will empower you to make more informed decisions and communicate those decisions clearly.

Don't miss the chance to improve your skills in managing projects and analyzing business data! Join today to gain a deeper understanding of how to harness data for business success!

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. The background shows concentric circles emanating from behind the king piece.

UK Training
PARTNER

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



Florence (Italy)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

ASIA



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training
PARTNER

Blackbird Training Cities

AFRICA



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients

 MANNAI CORPORATION MANNAI Trading Company WLL, Qatar	 GAC UNE FILIALE D' EGA Alumina Corporation Guinea	 Booking.com Booking.com Netherlands	 OXFAM Oxfam GB International Organization, Yemen	 Capital Markets Authority Kuwait
 Waltersmith Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 Qatar Foundation Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania	 KFAS KFAS Kuwait
 Reserve Bank of Malawi Malawi	 Central Bank of Nigeria Nigeria	 Ministry of Interior Kingdom of Saudi Arabia KSA	 Mabruk Oil Company Libya	 Saudi Electricity Company KSA
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy Italy	 ENI ENI CORPORATE UNIVERSITY, Italy	 GULF BANK Gulf Bank Kuwait	 General Organization for Social Insurance KSA
 Defence Space Administration Nigeria	 National Industries Group (Holding) Kuwait	 Hamad Medical Corporation Qatar	 USAID Pakistan	 STC STC Solutions, KSA
 North Oil Company North Oil company,	 EKO Electricity EKO Electricity	 OMAN BROADBAND Oman Broadband	 UNITED NATIONS UN.	 Authority for Electricity Regulation, Oman Authority for

UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

