

Managing, Preparing Reports, and Analyzing Business
Data

Accra (Ghana)

1 - 5 September 2025

UK Training

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Managing, Preparing Reports, and Analyzing Business Data

Code: LM28 From: 1 - 5 September 2025 City: Accra (Ghana) Fees: 3300 Pound

Introduction

In the current data-centric business landscape, the capability to effectively manage, prepare, and analyze data is crucial. This course aims to empower participants with the skills necessary to convert raw data into actionable insights, enabling informed decision-making and clear communication of results through engaging reports.

Course Objectives

- Grasp the fundamental concepts of data management and analysis.
- Acquire best practices for data preparation and report generation.
- Cultivate the ability to interpret and convey data findings effectively.
- Explore various tools and techniques for streamlined data analysis.
- Apply acquired skills to practical business situations.

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

- 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.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) positioned on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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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 scenarios and developing solutions.
- Peer review sessions and feedback.
- Final assessment and course conclusion.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

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 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

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