

**Training
Course**

**Effective Techniques In
Reporting & Business DATA
Analysis**

Course Plan

Introduction

In today's data-driven world, the ability to collect, analyze, and report business data effectively is essential for making informed decisions and driving organizational success. This course, "Effective Techniques in Reporting & Business Data Analysis," provides participants with the practical tools and methodologies necessary to turn raw data into meaningful insights and impactful reports. Through hands-on exercises and real-world case studies, participants will learn how to analyze data accurately and present their findings in a clear, actionable format to support strategic business decisions.

Course Objectives:

- ✓ Understand the principles and importance of business data analysis.
- ✓ Learn effective techniques for collecting, cleaning, and validating data.
- ✓ Apply statistical and analytical methods to interpret business data.
- ✓ Design clear, accurate, and visually compelling business reports.
- ✓ Use data analysis to support problem-solving and decision-making.
- ✓ Improve reporting skills to communicate findings to different stakeholders.
- ✓ Master tools and technologies commonly used in data analysis and reporting.
- ✓ Develop critical thinking and analytical reasoning related to business metrics.

Who Should Attend?

- Business analysts and data analysts
- Financial and operational managers
- Project managers and team leaders
- Marketing and sales analysts
- HR and administrative professionals
- Anyone responsible for preparing business reports or analyzing organizational data

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Introduction to Business Data Analysis and Reporting
- The Importance of Data in Strategic Decision-Making
- Data Collection Methods and Best Practices
- Data Cleaning, Validation, and Preparation Techniques
- Understanding Data Types and Sources

Day Two

- Basic Statistical Concepts for Business Analysis
- Exploratory Data Analysis (EDA) Techniques
- Identifying Trends, Patterns, and Outliers
- Quantitative vs. Qualitative Data Analysis
- Tools for Business Data Analysis (Excel, Power BI, etc.)

Day Three

- Data Visualization Principles and Best Practices
- Designing Dashboards for Business Insights
- Effective Use of Charts, Graphs, and Tables
- Writing Executive Summaries for Data Reports
- Structuring Professional Business Reports

Day Four

- Best Practices for Data Presentation to Stakeholders
- Forecasting and Predictive Analysis Basics
- Using KPIs and Metrics Effectively in Reports
- Common Pitfalls in Reporting and How to Avoid Them
- Reporting for Different Business Functions (Finance, HR, Marketing, etc.)

Day Five

- Legal and Ethical Considerations in Data Reporting
- Introduction to Big Data and Business Intelligence Concepts
- Communicating Analytical Findings Clearly and Objectively
- Case Studies: Successful Business Data Analysis and Reporting Projects
- Building a Culture of Data-Driven Decision-Making

Training Details

Course Duration	5 Days
Pre-Schedule	10 – 14 November 2025
Venue	Istanbul - Ramada Plaza by Wyndham Istanbul City Center
Training Fees Per Person	KWD 1500 (One Thousand Five Hundred Only)
Course Fees Include	<ul style="list-style-type: none"> ✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates