



*Training Course:*  
*KPI PROFESSIONAL Exam Preparation*

*2 - 6 March 2025*  
*Doha (Qatar)*

## Training Course: KPI PROFESSIONAL Exam Preparation

Training Course code: HR235172 From: 2 - 6 March 2025 Venue: Doha (Qatar) - Training Course Fees: € Euro

### Introduction

In today's competitive business landscape, organizations rely on effective Key Performance Indicators KPIs to measure and drive success. KPIs provide valuable insights into an organization's performance, help identify areas for improvement, and enable data-driven decision-making. To excel in this critical role, professionals need specialized training and skills to develop, implement, and manage KPIs effectively. Welcome to the KPI Professional Training Program, where we will equip you with the knowledge and tools to become a proficient KPI professional.

### Objectives

The primary objectives of the KPI Professional Training Program are to:

- **Understand KPI Fundamentals:** Gain a comprehensive understanding of what KPIs are, their types, and their significance in achieving organizational goals.
- **Develop Effective KPIs:** Learn the art of defining, developing, and aligning KPIs with organizational objectives while ensuring they meet SMART criteria.
- **Master Data Analysis and Reporting:** Acquire practical skills in data analysis techniques, data visualization, and reporting to transform raw data into actionable insights.
- **Implement and Manage KPIs:** Discover strategies for cascading KPIs across different organizational levels, effectively managing change, and using software tools for KPI management.
- **Drive Continuous Improvement:** Explore techniques for continuous KPI improvement, including reviewing, updating, and optimizing KPIs to enhance organizational performance.

### Target Audience

The KPI Professional Training Program is designed for a diverse range of professionals who play a role in performance management and measurement, including but not limited to:

- Business Analysts
- Performance Managers
- Data Analysts
- Managers and Leaders responsible for performance management
- Decision-makers who rely on KPIs for strategic planning

- Professionals seeking to enhance their skills in KPI development and management

## Outlines:

### Day 1: Introduction to KPIs and Their Significance

- Understanding the role of KPIs in organizational success
- Types of KPIs outcome, process, input
- SMART criteria for KPIs Specific, Measurable, Achievable, Relevant, Time-bound
- Aligning KPIs with organizational goals

### Day 2: Developing Effective KPIs

- Defining KPIs and their purpose
- Data collection strategies and sources
- Setting benchmarks and targets
- Avoiding common pitfalls in KPI development

### Day 3: Data Analysis, Visualization, and Reporting

- Data analysis techniques for KPIs
- Creating effective dashboards and scorecards
- Data visualization best practices
- Turning data into actionable insights

### Day 4: Implementing and Managing KPIs

- Cascading KPIs across organizational levels
- Change management and communication strategies
- Utilizing KPI management software tools
- Real-world case studies and best practices

### Day 5: Continuous Improvement and Optimization

- Reviewing and updating KPIs

- Identifying trends, anomalies, and performance gaps
- Root cause analysis for underperforming KPIs
- Developing improvement and optimization strategies

## Registration form on the Training Course: KPI PROFESSIONAL Exam Preparation

Training Course code: HR235172 From: 2 - 6 March 2025 Venue: Doha (Qatar) - Training Course Fees: □ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.