



*Training Course:
Data Analysis and Report Preparation*

*14 - 18 July 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Data Analysis and Report Preparation

Training Course code: SC236023 From: 14 - 18 July 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur
Training Course Fees: 6000 € Euro

Introduction

This program, designed by Global Horizon Training Center, is intended to provide participants with advanced skills in analyzing data and transforming it into clear, actionable reports. It covers data analysis techniques, data visualization, and best practices in crafting insightful reports for decision-making.

Objectives

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

- Understand and apply key data analysis techniques.
- Interpret and visualize data for clear communication.
- Structure and write professional reports based on data insights.
- Enhance decision-making through data-driven reporting.
- Use relevant tools and technologies to support data analysis and reporting.

Organizational Impact

- Improve decision-making processes with data-driven insights.
- Enhance accuracy and effectiveness in reporting.
- Foster a culture of data literacy and evidence-based management.
- Support operational efficiency and organizational performance.
- Build a foundation for data-driven transformation and innovation.

Target Audience

- Managers and team leaders who rely on reports for decision-making.

- Business analysts and data specialists.
- Administrative and project staff responsible for reporting.
- Anyone seeking to develop their skills in data analysis and report preparation.

Training Program Outline

Day 1: Introduction to Data Analysis and Reporting

- Importance of data analysis and reporting in modern organizations.
- Types of data: quantitative vs. qualitative.
- Key principles of data-driven decision-making.
- Identifying data sources and ensuring data quality.
- Group activity: identifying data analysis needs in participants' roles.

Day 2: Data Analysis Techniques and Tools

- Basic statistical concepts: averages, percentages, trends.
- Descriptive vs. inferential analysis.
- Introduction to tools: Excel, Google Sheets, and basic data visualization tools.
- Cleaning and organizing data for analysis.
- Practical exercise: analyzing a dataset using basic techniques.

Day 3: Interpreting and Visualizing Data

- Identifying key insights and trends.
- Using charts, graphs, and tables effectively.
- Principles of data visualization: clarity, accuracy, and storytelling.
- Choosing the right visualization for your data.

- Hands-on exercise: creating charts and visuals for a sample dataset.

Day 4: Preparing Effective Reports

- Report structure: introduction, analysis, conclusions, and recommendations.
- Using clear language and professional tone.
- Tailoring reports to different audiences and purposes.
- Incorporating visuals and key messages.
- Group activity: drafting a short report based on analyzed data.

Day 5: Presenting Data-Driven Insights and Continuous Improvement

- Delivering presentations of data insights to stakeholders.
- Using data to support recommendations and drive action.
- Reviewing and editing reports for impact and professionalism.
- Best practices for continuous improvement in data analysis and reporting.
- Final presentations: participants share a short report and data visualization for feedback.

Registration form on the Training Course: Data Analysis and Report Preparation

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

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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