

Mastering Data & Information for Productivity

Online Prework + 2 Days Classroom or 4 Virtual Sessions + 4 Assignment Sessions



Finance Professionals Network
BEYOND BORDERS

dbrownconsulting focuses on helping organizations and individuals achieve more with their data. We partner with CFA Institute Nigeria and the Finance Professionals Network to deliver world-class learning and professional development solutions to its members and candidates in Nigeria. We are also an accredited training provider of the Financial Modeling Institute based in Canada, Microsoft Gold Partners and a member of CPD UK.

Overview

This course will take a practical approach to help individuals in your organization understand the concept of data, best practices in visualizing data, generating insights from data, and the process of transforming data to information and insights

It will get all participants

- fully attuned to data;
- able to identify and drill down data problems related to reading, writing, interpreting, and communicating data to generate insights
- to build a data culture in their organization.

It covers the following core concepts:

Data

- Data Systems
- Data Sources
- Data Structure
- Data Entry
- Data Validation
- Data Quality
- Data Relevance
- Data Governance

Information

- Questioning the Data
- Basic Statistics
- Data Completeness (MECE)
- Data Reporting
- Using Tables vs Graphs
- Data Interpretation

Insight

- Data Visualization
- Report Design Rules
- Data in Context
- Data Thinking Habits
- Data Pattern Recognition
- Common Errors of Statistics
- Data Presentation Rules
- Data and Harnessing AI

Online Essential Knowledge Session

Data

- Explain the difference between the 2 main Data Systems.
- Discover the major data sources and how they efficiently connect to each other.
- Examine and Analyse the data structures used in your role.
- Identify the major data entry errors and how to avoid them.
- Understanding the difference between Batch and Stream processing.
- Prepare a model that validates data entry using specific criteria.
- Determine how to use business rules & other technics to confirm data accuracy.
- Identify and explain the benefits of policies & standards to control data usage.
- Basic Statistics.

Information

- Demonstrate ways to use descriptive statistics for better decision making.
- Discover the 11 Questions that enable you think critically about your data.

Insight

- Explore the typical Data Analytics techniques and lifecycle.
- Practice a set of rules and techniques to tell insightful stories with your data.
- Recall & Apply the SUCCESS formula to report design.
- Examine how changing context changes insights and meaning when we analyse data.
- Design & Present a Structured Presentation.
- Relate your new knowledge of data to how best to harness the benefits of

Live Virtual Sessions

Data

- Discover a systematic problem-solving framework for working with data.
- Learn the simplified technique for categorizing data into Quantitative and Qualitative.
- Design & Present a Structured Data Presentation.
- Examine efficient systems and processes for automating your reporting tasks.
- Recognize and apply critical thinking skills to confirm data relevance.
- Identifying the habits and the thought process for thinking quantitatively.

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The session was very interesting and engaging. The facilitator showed clear understanding of the courses and made sure everyone was carried along without leaving anyone out. Looking forward to the next session already.

*Silifat Alebiosu
- Stanbic Bank*

To learn more and register, please scan the QR code or contact us by phone, email or visit our website



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Information

- Examine efficient systems and processes for automating your reporting tasks
- Identify the right visuals that enable you better identify and act on patterns in data
- Examine the common ways of Data Summarization and their business use cases.
- Recall ways to identify the correct metric to use to interpret the data
- Learn to accurately interpret Visualizations.
- Determine precisely when to use tables or graphs to effectively communicate data.
- Demonstrate ways to use descriptive statistics for better decision making
- Probe the common errors in statistics and their effect on decision making.

Insight

- Design & Present a Structured Data Presentation.
- Identify the right visuals that enable you better identify and act on patterns in data.
- Understanding the drivers for effective Data Visualization.

Delivery method

- The course is delivered as a blended course.
- It includes self-directed content and Live instructor led sessions delivered in-person or virtually

Online Pre-work

- These are self-directed sessions delivered via our LMS www.officetraininghub.com.
- It includes mostly video-based content covering the essential knowledge required for the course.
- Participants are required to complete the online session before the live virtual session.

Live Sessions

- Each session includes live instruction, individual and group activities and an Assignment.

- All Live sessions are experiential and use the case study method. Each session focuses on a specific module from the core content of the course.
- Participants discuss the application of the concepts to their work, sharing experiences where applicable.
- Participants also participate in live and group activities via our collaborative tool www.mural.co.

Assignment

- After each Live-Virtual Sessions, participants will be required to practice the concepts learned via intersession assignments.
- Participants are required to upload their answer to the LMS.
- Support material: Videos are provided to reinforce learning and support participants with their assignments on our LMS.

Course Administration

The entire course is gamified. Each participant is a member of a group and each gain or lose points for their group by:

Participation in class (answering questions, chat, completing speed drills etc)

- Attendance and punctuality
- Meeting deadlines (Assignment & activities)
- Performance in Quizzes
- Level of completion of



“

The support from the tutor (Toba Fasakin) was first rate, while the course was well paced, and pitched at a level which allowed me to learn quickly and in depth without becoming bogged down in too much

– Faith Ediawe, StanbicBTC

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