



Consulting and Training | Reach New Heights

Course Name

Introduction to Data-Driven Reporting

Sector Name

Information Technology

Document Type

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Introduction to Data-Driven Reporting

Course Introduction

Data-driven reporting helps teams monitor progress, identify trends, and support informed decision-making. This beginner-level program introduces participants to basic data analytics concepts and how to use them to generate simple, actionable reports.

Participants will develop skills in collecting data, performing basic analysis, and presenting results in a way that enhances clarity and stakeholder understanding.

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Introduction to Data-Driven Reporting

Target Audience

- ✓ **Business & Operations Professionals**
- ✓ Finance & Administrative Professionals
- ✓ Monitoring, Evaluation & Reporting Staff

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Introduction to Data-Driven Reporting

Learning Objectives

- ✓ Understand the role of data in reporting and decision-making.
- ✓ Collect and prepare project data for reporting.
- ✓ Apply basic analytical techniques to generate insights.
- ✓ Create simple visual reports for project tracking.
- ✓ Present findings in a clear and understandable manner to stakeholders.

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Introduction to Data-Driven Reporting

Course Outline

✓ DAY 01

Basics of Data-Driven Reporting

- ✓ Importance of data in project reporting
- ✓ Types of project data and metrics
- ✓ Introduction to KPIs for beginners
- ✓ Understanding audience needs
- ✓ Common challenges in data-driven reporting

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Course Outline

✓ Day 02

Data Collection and Preparation

- ✓ Identifying sources of project data
- ✓ Collecting accurate and relevant data
- ✓ Cleaning and organizing data for reporting
- ✓ Using spreadsheets for data management
- ✓ Simple tips for data accuracy

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Introduction to Data-Driven Reporting

Course Outline

✓ Day 03

Basic Data Analysis Techniques

- ✓ Calculating totals, averages, and percentages
- ✓ Trend identification and comparison with plans
- ✓ Highlighting key insights for reports
- ✓ Introduction to simple charts and tables

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Course Outline

✓ Day 04

Report Writing and Documentation

- ✓ Structuring reports clearly and logically
- ✓ Documenting assumptions, data sources, and calculations
- ✓ Version control and maintaining consistency
- ✓ Linking reports to project objectives
- ✓ Avoiding common reporting errors

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Course Outline

✓ Day 05

Presenting Reports and Communicating Insights

- ✓ Presenting reports to team and management
- ✓ Simple visualization techniques for clarity
- ✓ Communicating key findings and recommendations
- ✓ Tailoring communication to audience needs
- ✓ Tips for improving reporting skills over time

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 15, 2026	Nov. 19, 2026	5 days	4250.00 \$	KSA , Riyadh
Sept. 13, 2026	Sept. 17, 2026	5 days	2150.00 \$	Virtual , Online
April 5, 2027	April 9, 2027	5 days	4950.00 \$	Spain , Madrid
June 14, 2027	June 18, 2027	5 days	4250.00 \$	UAE , Dubai

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