



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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Managing Data

(1 day)

“Data is the raw ‘stuff’ that fuels every organisation. If you don’t make the most of it you won’t make the most of your business.”

Benefits

Without valid data even good people cannot perform at their best. The ability therefore to analyse data and communicate its meaning helps ensure that every area of the business runs efficiently.

Aim

To enable anyone to assess the quality of their data, analyse trends and communicate this clearly to others.

Objectives

By the end of the training you will be able to...

- Recognise the importance of having high-quality data
- Demonstrate the difference between data and information
- Apply a range of powerful tools to analyse data trends
- Communicate the meaning of data to others

Content

- The nature of data, (and how it differs from information)
- Overview of data storage and retrieval systems
- Application of basic statistical trends, (such as sorting, filtering, using the sample range, mean, mode and median)
- Pros and cons of the above methods, (and pitfalls to avoid)
- Introduction to the concept (and application) of Standard Deviation
- How to identify the key reporting parameters in your data
- Using graphs to demonstrate trends and patterns, (including Control Charts)
- Data handling features found in MS-Office, (e.g. sorting, filtering, subtotals, Pivot Tables and trendlines)
- Introduction to Statistical Process Control
- How to present your data so others understand it
- Practical exercises to support the above