THE ANALYSIS AND REPORTING TOOLKIT

e: trainingbookings@crownagents.co.uk
t: +44 (0)20 3940 4300

CROWN AGENTS
ACCELERATING SELF-SUFFICIENCY & PROSPERITY

THE ANALYSIS AND REPORTING TOOLKIT

COURSE OUTLINE

This two-week programme combines:

Business Writing with Impact	05 days
Data and Statistical Analysis and Presentation	05 days

Managers working in all disciplines now need sufficient data and statistical skills to intelligently gather, analyse, interpret and utilise data to drive decisions. Equally, their written communications are often used as the basis for critical decisionmaking and can have far-reaching consequences. Being able to provideclear, concise and well-thought-out written communications and data analysis is a highly valuable skill and an important tool for career advancement.
This hands-on combination course will explore how to effectively analyse data and approach problem-solving from a statistics perspective, as well as examining all stages of how to write effectively in the business context.

In week one, delegates will receive coaching and practical experience of a range of writing and communication techniques and develop their skills to be able to use this to a positive effect in the workplace.
In week two, delegates will learn simple data analysis and statistical skills, mining Big Data, and how to effectively present information and draw conclusions for enhanced decisionmaking.
Delegates will also explorehow to devise a clear plan, having identified what needs to be communicated, to decide the most effective structure and write reports that are relevant, concise, coherent and compelling. This course will cover key basic statistics – no prior knowledge of statistics is required.

COURSE OBJECTIVES: On completion, you will be able to:

- Identify how to extract organisational data and data sets
- Use data and statistical analysis techniques and models
- Present information and draw conclusions and recommendations from data analysis
- Plan, structure and write with increased skill and confidence
- Apply key writing techniques to achieve clear, concise and impactful language
- Present your ideas with greater assurance and influence

KEY TOPICS

- Statistical thinking, decisionmaking and strategic analysis
- Organisational data sets, databases anddata interrogation
- Big Data and data mining
- Data tools, what-if analysisand statistical functions
- Overview of advanced statistical tools and applications and machine learning (AI)
- Data presentation: graphical, tabular and descriptive summaries and conclusions
- Tailoring presentations to the recipient's needs
- Identifying different types of business writing and the best format and structure
- Structure and sentence construction – jargon busters
- Design options: graphics, illustrations and presenting technical or specialist contents
- The review and editing process

DURATION	FEE	DATE	VENUE
10 days	£4,450	13 - 24 May 2024	Dubai
		18 - 29 November 2024	London

"ON DEMAND" COURSES

In addition to the scheduled dates shown, we are flexible to schedule additional dates to our calendar in a location of your choice. To ensure we can explore adding an additional date, do aim to contact us with your request with a minimum of 4 months' notice to allow the course to be advertised.

WE REWARD LOYALTY

We offer all our clients a '4+1' loyalty scheme. For every four delegates enrolled from an organisation in any calendar year, we will provide you with one additional place, free of charge.

"An excellent programme with good training facilities."

NASIRU AHMED WALI, Protocol Officer to the Executive Secretary, Tertiary Education Trust Fund, Nigeria. A delegate attending **Business Writing with Impact.**

FEATURED TRAINER
ROB CLARKE

Rob is a Project and Change Manager with extensive experience of running major programmes in the UK and overseas for both the private and public sectors. Rob has worked in more than 20 countries undertaking consultancy and training assignments.

Previous appointments have been as a visiting lecturer at the City University, London and Director of Studies for specific courses for the UK's National School of Government. Rob's major focus is now interactive training and assisting organisations in the set-up and running of Project/Programme Management Offices and providing ongoing support.

BUSINESS WRITING WITH IMPACT

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BUSINESS WRITING WITH IMPACT

COURSE OUTLINE

At some stage, all managers will be called on to write; this could be anything from a 500-page report or detailed business plan to an email.

These written communications are often used as the basis for critical decision making and can have far reaching consequences. Being able to provide clear, concise and well-thought-out written communications is a highly valuable skill and an important tool for career advancement. Whether short or long, simple or complex, the principles of effective business writing are the same and can be learned.

This highly practical and hands-on course will cover all stages of how to write effectively in the business context. It looks at how to devise a clear plan having identified what needs to be communicated, decide the most effective structure and write sentences that communicate exactly what you want to say without padding or waffle. The programme also covers key points about holding and managing meetings, including note taking.

At the end of the course you will present part of your work to your fellow delegates and receive constructive feedback.

COURSE OBJECTIVES: On completion, you will be able to:

- Plan, structure and write with increased skill and confidence
- Deliver better writing, whatever the medium – includes a focus on how to take clear and concise minutes
- Understand key writing techniques to achieve clear and concise language that has an impact
- Employ essential project management skills to work effectively and hit writing deadlines
- Present your ideas with assurance

KEY TOPICS

- Identifying different types of business writing and the most effective format and structure
- Improving structure and sentence construction and eliminating jargon
- Design options – use of graphics, illustrations and presenting technical or specialist content
- Finding the data you need for reports and presentations
- The review and editing process

This is week one of **The Analysis and Reporting Toolkit.**

DURATION	FEE	DATE	VENUE
05 days	£2,650	13 - 17 May 2024	Dubai
		18 - 29 November 2024	London

"ON DEMAND" COURSES

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WE REWARD LOYALTY

We offer all our clients a '4+1' loyalty scheme. For every four delegates enrolled from an organisation in any calendar year, we will provide you with one additional place, free of charge.

"The skills and knowledge required will definitely make a positive impact on my job performance, especially in the area of clarity and confidence gained in speech, report and business writing."

BARBARA ENIMA DARKO, Senior Private Secretary, Ghana Ports and Harbours Authority.
A delegate attending **Business Writing with Impac**t, November 2019, London.

FEATURED TRAINER
DAVE WELLS

After a long career in Local Government management, David has over twenty years experience as a speaker and trainer covering several key sectors including procurement, supply chain & contract management, business writing & presenting and a range of financial and budgetary associated topics.

He has been a regular Director of Studies and speaker for Crown Agents and has worked with the African Development Bank in Cote D'Ivoire, conducting and delivering a Skills Gap Assessment and bespoke specialist training design for their Procurement staff, conducted via 'Skype'.

He has delivered bespoke courses in-country for the Governments of Albania, Ghana, Libya, Nigeria, Sierra Leone, Tanzania and Botswana, together with a range of scheduled London and UAE based courses. These have mainly focused on Procurement, Contracts, Supply Chain, Budget Management, Risk Management and Business Writing and Presentation.

DATA AND STATISTICAL ANALYSIS AND PRESENTATION

COURSE OUTLINE

Organisations need to continually improve their service delivery and competitiveness. In an age where there is a huge diversity of data available, it is increasingly expected that data will form the basis of strategic thinking and decision making. Managers working in all disciplines now need sufficient data and statistical skills to intelligently gather, analyse, interpret and utilise data to drive those decisions.

This highly practical programme will equip delegates with the key skills to effectively analyse data and approach problem-solving from a statistics perspective. You will explore how to use statistics to improve processes in order to understand the intricacies of the challenges your organisation faces. Delegates will be equipped with an understanding of the simple quantitative skills needed to draw conclusions from organisational data sets, how to mine Big Data, and how to effectively present information and findings as well as conclusions and recommendations, according to recipient's needs. This course includes hands-on, practical work in data entry and the creation of simple statistical models. This course will cover key basic statistics – no prior knowledge of statistics is required.

COURSE OBJECTIVES: On completion, you will be able to:

- Understand where data and statistical analysis is most useful
- Articulate organisational problems and questions for further research
- Identify how to extract organisational data and data sets
- Apply key data and statistical analysis techniques
- Create simple statistical models to support enhanced decision making
- Present information and draw conclusions and recommendations from data analysis

KEY TOPICS

- Statistical thinking, decision making and strategic analysis
- Organisational data, databases, data sets and types of data
- Data interrogation: connect, transform and query data
- Big Data and data mining
- Using data tools and what-if analysis
- Key business statistics and statistical functions using MS Excel tools
- Overview of advanced statistical tools and applications and their capabilities and outputs
- Machine learning (artificial intelligence)
- Data presentation: turning data into meaningful management information
- Tailoring presentations to the recipient's needs

This is week two of The Analysis and Reporting Toolkit.

DURATION	FEE	DATE	VENUE
05 days	£2,650	20 - 24 May 2024	Dubai
		25 - 29 November 2024	London

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"A very Wide Selection of trainers with amazing knowledge and skills."

BRENDA MAANGI, Deputy Manager, Operations & Operations, Kenya Roads Board.

FEATURED TRAINER
ROB CLARKE

Rob is a Project and Change Manager with extensive experience of running major programmes in the UK and overseas for both the private and public sectors. Rob has worked in more than 20 countries undertaking consultancy and training assignments.

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