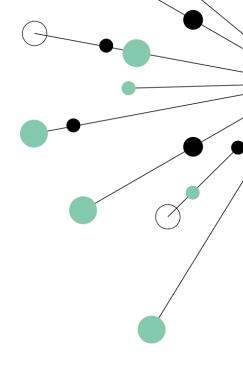


Data Essentials Workshop Training Days



Week 1 Data Mindset in a Digital World 3 Workshop Days

Data Essentials
Excel Essentials
Excel Intermediate

Week 2 From Data to Insight by Improving Data Quality (Part 1) 0.5 Workshop Day

Data Quality Management

Week 3 From Data to Insight by Improving Data Quality (Part 2) 3 Workshop Days

Power BI Desktop for Business Users

Week 4 Data Storytelling and Visualisation 3 Workshop Days

Fundamentals of Data Storytelling – I day Power BI Data Visualisation and Dashboarding – 2 days





Optional: Al for Everyone

Introduction to Microsoft 365 Copilot – digital content – 1 hour self-paced learning

Al Literacy: Safe & compliant Al use for all staff – digital content – 2 hours self-paced learning

Upgrade your productivity with Copilot – 90-minute webinar

Hands-on Copilot ½ day session:

By the end of this course learners will be able to recognise the purpose and capabilities of Microsoft 365 Copilot

