



# 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 – 1 day  
Power BI Data Visualisation and Dashboarding – 2 days

## **Optional: AI for Everyone**

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

**AI Literacy: Safe & compliant AI 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

