



Training Seminars & Conferences



An Intensive 5-Day Training Seminar On

# Data Analysis Fundamentals

## Analysing Financial Data for Personal & Organisational Benefit

28 Feb - 04 Mar 2021, Dubai  
29 Aug - 02 Sep 2021, Dubai



[www.euromatech.com](http://www.euromatech.com)

An ISO 9001:2015  
and ISO 29993:2017  
Certified Company

# Data Analysis Fundamentals

## Analysing Financial Data for Personal & Organisational Benefit

### INTRODUCTION

This highly participative EuroMaTech training course provides you with the essential skills to enable you to analyse financial data effectively for your personal and organisational benefit – very quickly moving you from a beginner to a trained and highly effective data analyst, capable of evaluating stock prices, sales, exchange rate and oil prices. It will improve every aspect of your role from your ability to collect data to data presentation and analysis.

Delegates will work through practical case studies, analysing movement in share prices, sales, costs as well as exchange rates and oil prices. You will learn how to manipulate data, assess profitability and make sound investment decisions. With the aid of clear explanations, discussions and detailed material in both hard and soft copy it will enable you to transfer skills and knowledge for your personal and organisational benefit.

**In this Data Analysis Fundamentals training course, participants will develop the following competencies:**

- Analytical skills to improve your understanding and decision making
- Communication skills supported by graphical and statistical analysis
- Excel skills to aid presentation and analysis of business data
- An ability to forecast data
- Basic Statistical knowledge and skills

### WHO SHOULD ATTEND?

- Professionals who wish to gain an introduction to Data Analysis in order to improve their analytical skills and understanding of data
- Personnel moving into roles where they will need to produce data and / or use data to make decisions
- Individuals interested in investment analysis and stock price performance

### PROGRAMME OBJECTIVES

- Select the most appropriate Methods of Data Collection
- Present Data in an interesting and meaningful manner
- Analyse data using statistical methods
- Use Probability to estimate data
- Understand the Limitations of Data and Data Analysis and undertake Hypothesis Testing
- Use Data Analysis and Forecasting Techniques to make business & investment decisions

### TRAINING METHODOLOGY

Delegates will be provided practical work to enable them to actively participate and develop their skills in the evaluation of practical case studies relevant to their workplace. This EuroMaTech training course will also use clear explanations, discussions and video material to aid understanding and development, moving delegates from beginners to proficient analysts.

### PROGRAMME SUMMARY

This EuroMaTech training course covers the essential skills to enable you to collect, present, and analyse data. It will enable delegates to make a significant personal impact within their organisation, capable of understanding data provided or to use data to make meaningful business and investment decisions.

# PROGRAM OUTLINE

## DAY 01

### Data and Methods of Data Collection

- Types of Data – *Primary and Secondary Data; Quantitative and Qualitative Data*
- The Role of Data Analysis in Business
- Methods of Collecting Data – *Surveys, Interviews, Focus Groups etc.*
- Sample Design – *Random, Systematic, Stratified etc.*
- Planning a Sampling Survey
- Organising the Data Received and Information Management

## DAY 02

### Presentation of Data

- Methods of Presentation
- Using Excel to aid Presentation
- Simple Bar Charts, Line Graphs, Pictogram, Pie Charts etc
- Time Series Analysis
- Interpolating and Extrapolating
- The Interpretation of Data Presentation

## DAY 03

### Statistical Analysis of Data

- Random Variables – *Discrete and Continuous*
- Using Excel to aid Analysis
- Mean, Median and Mode
- Variance and Standard Deviation
- Co-variance and Correlation
- Probability – *Binomial, Normal and Poisson Distribution*

## DAY 04

### Evaluating Data and Decision Making

- The Limitations of Data and Data Analysis
- Populations and Samples
- Confidence Intervals
- Hypothesis Testing
- Testing 2 Means – *Independent and Paired Samples*
- Decision Making using Decision Trees

## DAY 05

### Data Analysis and Forecasting Techniques

- Forecasting, Sales; Costs; Budgets, Production etc
- An Introduction to the Data Analysis Tools in Excel
- What-If Analysis and Scenario Manager using Excel
- Linear Regression
- Basic Solver and Goal Seek
- Variance Analysis – *comparing Forecast to Budgets*
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## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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## Analysing Financial Data for Personal & Organisational Benefit

✓	Date	Venue	Fee(\$)
	28 Feb - 04 Mar 2021	Dubai	US\$4,950
	29 Aug - 02 Sep 2021	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

### Your Details

Name (Mr/Ms):.....  
Position:..... Organisation:.....  
Address:.....  
.....  
City / Country: .....  
Telephone / Fax: .....

### Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
Company Name: .....  
Address:.....

#### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

#### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

#### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

#### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

#### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

#### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

#### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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