MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

NGO Management and Policy Development

Data Analysis for Decision Making

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSDI	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

At Magna Skills, we understand the critical role of data in today’s decision-driven environments. This course is meticulously designed to provide professionals with the analytical skills required to collect, interpret, and communicate data insights effectively. Whether in government institutions, NGOs, or private enterprises, participants will learn how to leverage data to drive impact and improve performance. Our interactive sessions emphasize practical tools like Excel, SPSS, and Power BI, ensuring skills are applicable in real-world settings.

Course Outcomes

By the end of this Magna Skills course, participants will be able to:

1. Grasp the fundamentals of data types, structures, and analysis workflows.
2. Use Excel and other tools to clean, visualize, and interpret data.
3. Apply basic statistical techniques to derive meaning from data sets.
4. Translate data insights into actionable recommendations.
5. Deliver data-backed reports and presentations confidently to stakeholders.

Course Outline / Curriculum

Module 1: Understanding the Power of Data

- Role of data in modern organizations
- Types and sources of data
- Ethical considerations in data use

Module 2: Collecting and Organizing Data

- Designing effective data collection tools
- Data entry protocols
- Ensuring data quality and accuracy

Module 3: Descriptive Statistics Made Simple

- Averages, percentages, and data distributions
- Identifying trends and patterns

Module 4: Excel for Everyday Analysis

- Using formulas and functions for quick analysis
- Pivot tables and charts
- Automating reports

Module 5: Data Visualization for Impact

- Visual storytelling with charts and dashboards
- Best practices in presenting data

Module 6: Using SPSS / Power BI (Intro Module)

- Getting started with analytical software
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Importing, analyzing, and exporting data

Module 7: Inferential Thinking

- Sampling, correlations, and hypothesis testing
- Interpreting statistical outputs

Module 8: Data in Action – Case Studies from Africa

- Real-world analysis in development and policy contexts
- Data challenges and solutions

Module 9: Reporting and Communicating Insights

- Writing brief data summaries
- Presenting insights to decision-makers

Module 10: Capstone Practical Project

- Participants complete a mini data analysis project using a selected dataset
- Final presentation and peer review

Target Audience

- Researchers
- Data Collectors
- Research Analysts
- HODs
- Clinicians
- Programme Managers
- Inspectors
- Database Managers
- Market Researchers
- Clinical and Medical researchers
- Scientists

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Data Analysis for Decision Making
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____