

Data Analysis for Decision Making Course Details

Department: NGO Management & Policy Development

Presented by Magna Skills Development Institute

[Registration Link](#)

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Course Summary

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 Objectives

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

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
- 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



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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.