

DATA

Data Analytics for Practitioners

Intermediate · 2 days · Physical · Kuala Lumpur

Level	Intermediate
Duration	2 days
Delivery	Physical · Kuala Lumpur
Funding	HRD Corp SBL-Khas claimable subject to employer eligibility and approval. Corporate and self-pay options available.

Programme Overview

This practical programme helps working professionals turn raw business data into decisions using a structured analytics workflow. Participants learn how to define business questions, prepare data, identify patterns, build useful dashboards and communicate findings with clarity. The course is designed for managers, analysts, engineers, administrators and operational teams who need to make faster evidence-based decisions without becoming full-time data scientists. Through hands-on activities, learners work with realistic datasets and practise cleaning, summarising and visualising information using spreadsheet and business intelligence concepts. The emphasis is on repeatable methods, practical interpretation and workplace adoption. By the end of the programme, participants will be able to frame analytics problems, select appropriate metrics, prepare simple reports and present insights that support productivity, compliance, cost control and customer outcomes.

Learning Outcomes

- Frame business questions into measurable analytics tasks
- Clean and prepare structured data for reporting
- Select meaningful metrics and avoid vanity indicators
- Build clear tables, charts and dashboard views
- Interpret trends, variance and simple relationships
- Present findings to non-technical stakeholders

Programme Structure

Day 1

- Core concepts and workplace context
- Guided demonstrations and hands-on exercises
- Group work, review and implementation planning

Day 2

- Core concepts and workplace context
- Guided demonstrations and hands-on exercises
- Group work, review and implementation planning

Who Should Attend

Executives, analysts, supervisors, engineers, administrators, L&D teams and operations staff who work with reports, spreadsheets or performance data.

Prerequisites

Basic spreadsheet familiarity and comfort using a laptop.

Assessment & Certification

Participants complete practical exercises, group activities and a post-course review. A Certificate of Attendance is issued by TVET Digital Academy upon completion.

Fees & HRD Corp Funding

HRD Corp SBL-Khas claimable subject to employer eligibility and approval. Corporate and self-pay options available.

To request a formal quotation, HRD Corp documentation pack, or to enrol, contact the Programme Secretariat on WhatsApp 013-394 2462 or email tvetdigital@gmail.com.