

DATA

Power BI & Dashboarding

Intermediate · 2 days · Online

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

Programme Overview

This hands-on programme teaches participants how to turn business data into interactive dashboards using Power BI concepts and dashboard design principles. Learners explore data import, transformation, modelling, visual selection, filtering, slicers, KPI cards and dashboard storytelling. The course focuses on building reports that are useful for management decisions rather than visually crowded dashboards that are hard to interpret. Participants practise structuring datasets, creating meaningful measures and designing views for finance, HR, operations and sales contexts. By the end of the course, learners will be able to create a clean dashboard prototype, explain the data behind it and plan how to maintain reporting cycles for their teams.

Learning Outcomes

- Prepare data for dashboard development
- Build report pages with charts, cards and filters
- Apply dashboard layout and visual hierarchy principles
- Create KPI views for common business functions
- Explain dashboard findings to decision makers
- Plan data refresh and reporting ownership

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

Analysts, executives, finance staff, HR teams, operations teams and anyone responsible for monthly or weekly reporting.

Prerequisites

Basic Excel or spreadsheet knowledge.

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.