



COMMUNICATING WITH DATA

(1 day, 8 hours, 8 PDUs)

AFTER THE COURSE YOU WILL

- ❖ Have a deeper understanding of how to use Excel
- ❖ Be able to create a professional presentation based on sets of data
- ❖ Understand how to optimize the graphical representation of your data to send a clear message across.
- ❖ Know how to efficiently use your time in excel by applying some tips & tricks that will help you manage data in a easy and fast way, saving time and optimizing results.

TRAINING METHODS

We apply a training method based on “learning by doing”. This means optimizing your learning by combining the trainer’s input with your own experience and active participation.

TARGET GROUP

The primary target groups for this course are:

- ❖ Project Managers
- ❖ Project Sponsors
- ❖ Project staff and team leaders who need to make presentations using data

As a Customer Project Manager you must be an excellent communicator towards the customer and other stakeholders.

In this course you will learn how to do improve your project status presentations, with a special focus on optimising the use of data and data sets.

The participants will learn how to better use MS Excel, to ensure that information is presented in a clear, professional and powerful way.

The course is customized for Ericsson.

SUBJECTS

- ❖ Excel
 - ✓ Formulas and Functions
 - ✓ Creating and working with Charts
 - ✓ Data Formatting
 - ✓ Data Analysis and Pivot Tables
 - ✓ Sparklines
- ❖ Practical case:
 - ✓ The importance of the visual communication over text & data
 - ✓ The participants will have the chance to experience real situations using several case studies. For each case study the trainees will be given a data set with a request to present the data to transmit a specific key message. Feedback from trainer and the proposed solutions will help the trainees to have a new focus on how to efficiently communicate key messages.

PREREQUISITES

Basic Excel Skills