RICHWORKS™
CORPORATE TRAINING

GOOGLE SHEETS
PRODUCTIVITY
Data Analysis &
Dashboard Reporting

About this course

This 2-day program equips participants with practical data analysis and dashboarding skills using Google Sheets. Participants will learn to clean, analyze, model, and visualize data to produce interactive dashboards that support operational reporting and management decision-making.

Who Should Attend?

1. Executives
2. Senior Executives
3. Data Analysts (Junior / Entry-Level)
4. Operations Officers / Operations Executives
5. Administrative Officers / Administrative Executives
6. Managers and Assistant Managers

Learning Outcomes

By the end of this programme, participants will be able to:

1. Prepare and clean raw data efficiently
2. Apply analytical formulas to extract insights
3. Use Pivot Tables for structured analysis
4. Design interactive dashboards in Google Sheets
5. Deliver management-ready reports that support data-driven decisions

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GROW YOUR ORGANISATION.

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FOUNDATIONS OF DATA ANALYSIS & PREPARATION

MODULE 1, 2, 3

1. **Google Sheets for Data Analysis – Orientation**
   - Overview of DISC personality types in leadership and sales contexts
   - How different personalities think, decide and respond to influence
   - Adapting communication to engage, persuade and close sales

2. **Data Types & Data Integrity**
   - Text, number, date, and logical data types
   - Data consistency and standardization
   - Common data quality issues
   - Error identification techniques

3. **Data Cleaning & Preparation**
   - TRIM, CLEAN, PROPER, SUBSTITUTE
   - Removing duplicates & blanks
   - Splitting and combining columns
   - Standardizing formats

MODULE 4, 5, 6

4. **Essential Analysis Functions**
   - IF, IFS, AND, OR logic
   - COUNT, COUNTA, COUNTIF
   - SUMIF, AVERAGEIF
   - Nested function concepts

5. **Lookup & Data Matching**
   - VLOOKUP vs XLOOKUP
   - INDEX + MATCH
   - Lookup error handling
   - Multi-sheet data referencing

6. **Date & Time Analysis**
   - Date extraction (YEAR, MONTH, DAY)
   - Time-based analysis
   - Period comparison (MoM, YoY)
   - Working days & timelines

INTERACTIVE DASHBOARDS & INSIGHT-DRIVEN REPORTING
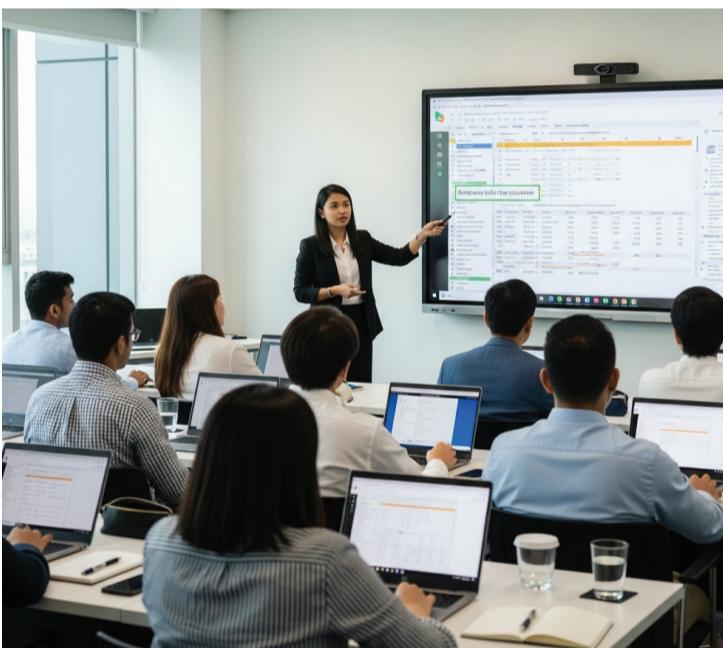
MODULE 7, 8, 9

7. **Pivot Tables for Analysis**
   - Pivot table structure & logic
   - Grouping and summarizing data
   - Calculated fields
   - Sorting and filtering insights

8. **Data Visualization Principles**
   - Choosing the right chart
   - Chart types for business reporting
   - Formatting for clarity & storytelling
   - Avoiding misleading visuals

9. **Interactive Reporting Techniques**
   - Filters & slicers
   - Drop-down controls
   - Dynamic ranges
   - User-driven reports

MODULE 10, 11, 12

10. **Dashboard Design & Layout**
    - Dashboard components & structure
    - KPI cards and summaries
    - Layout alignment & consistency
    - Dashboard best practices

11. **Automation & Collaboration**
    - Data validation
    - Protecting sheets & ranges
    - Sharing & access control
    - Version history & collaboration tips

12. **Business Use Case Integration**
    - Translating business questions into analytics
    - Dashboard storytelling for decision makers
    - Common mistakes in reporting
    - Best practices for executive reporting

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SCAN QR CODE FOR DETAIL INFO

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