

Data Management for Business



Program Overview

The goal of this program is to assist corporate teams and professionals in better managing, organizing, and interpreting data. Participants learn how to decrease reporting errors, save time, and make smarter, data-driven decisions across departments by honing their practical data management abilities.

Why are we here?

THE IMPORTANCE OF MANAGEMENT TRAINING

To help learners and professionals understand how structured data management directly contributes to business efficiency, decision-making, and overall organizational success.

Why Investing in Data Management Training Matters

- Understand how effective data management drives business growth, efficiency, and decision-making.
- Explore the hidden costs of poor data practices, time loss, reporting errors, and missed insights.
- Learn how organizations that upskill their teams in data management gain a lasting competitive edge.

What Participants Will Learn

- Practical Excel and data handling techniques for faster, error-free reporting.
- Methods for organizing, cleaning, and analyzing business data efficiently.
- How to create actionable reports that inform strategic decisions.

Organization's success

- Better decision-making using accurate data
- Efficient business operations and tracking
- Improved forecasting, customer insights, and ROI measurement

Training Journey

This training experience is focused on Data Management and Analysis using Microsoft Excel and Microsoft Access. Participants will learn skills to improve workflow efficiency, enhance reporting accuracy, and make data-driven decisions within their organizations.

SUPPORTING STUDENTS

Foundation: Learn core data management tools and business relevance.	Application: Apply learning in business simulations or company data.	Integration: Align with company goals and use data for strategic insights.	Impact: Contribute measurable improvements to the business.
---	---	---	--

Learning Outcomes

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

1. Organize and manage data efficiently using Microsoft Excel and Access.
2. Apply key Excel functions (such as VLOOKUP, SUMIFS, and PivotTables) to analyze and summarize data.
3. Design and maintain Access databases to store, retrieve, and manage organizational data.
4. Develop automated reports and dashboards for performance tracking and decision-making.
5. Clean, validate, and transform datasets to ensure accuracy and reliability.
6. Use data visualization tools in Excel to present insights clearly and effectively.
7. Enhance workflow productivity through structured data management and automation techniques.
8. Apply practical data management strategies to real-world business and operational challenges.

Our Audience

This training is designed for:

- Administrative and Operations Staff who manage data, reports, or records.
- Business Professionals seeking to improve efficiency through data-driven decision-making.
- Supervisors and Managers responsible for monitoring performance and workflow.
- Finance, HR, and Project Officers who work with large datasets or periodic reports.
- Students and Graduates aiming to build strong practical skills in Excel and Access for employment readiness.
- Anyone seeking to enhance their productivity through better data organization, analysis, and reporting.

Progress Tracking

To ensure transparency, accountability, and continuous improvement, we provide digital progress tracking tools for both students and partner organizations.

Student Progress Portal



A dedicated platform that enables each student to monitor their learning journey, including:

- **Learning Progress** – Track completed modules and upcoming lessons.
- **Assignment Scores** – View performance and feedback on submitted tasks.
- **Attendance Records** – Keep up-to-date with class participation.
- **Notices & Updates** – Receive important announcements, deadlines, and support messages.

Company Progress Portal



Designed for organizations that train their staff with us. This portal provides insights on:

- **Student (Staff) Learning Progress** – Monitor employee performance and engagement.
- **Opportunities & Skill Application** – Identify ways staff apply skills in their work environment.
- **Implementation Tracking** – Assess how data management and analysis skills improve workflow.
- **Growth Opportunities** – View upcoming training programs and collaboration options.

Growth Conversation Framework (GROW Model)

Used between instructor and student during or after the training to guide reflection and growth.

GUIDE

Below is a structure to create shared accountability through goal setting.

GOAL	Define what success looks like for each mentee in their role or business Mentor Focus: ● Align student goals with company's business objectives. ● Example: "Use data analysis to improve monthly sales reporting accuracy." Questions: ● "If you could wave a magic wand, what would you want to improve using data?" ● "How will achieving this goal increase your impact at work?"
REALITY	Understand the student's current level and challenges. Mentor Focus: ● Identify skill gaps (Excel, Reporting, etc.) ● Recognize achievements (projects, improvements, or initiatives). Questions: ● "What are your current data management strengths?" ● "What challenges limit your data-driven decisions?"
OPTIONS	Explore different paths to growth and how to apply learning practically. Mentor Focus: ● Encourage students to experiment in business tasks. ● Suggest peer collaboration and project-based learning. Questions: ● "What projects can help you develop this skill?" ● "Who in your team can support or mentor you?"
WAY FORWARD	Set commitments, accountability, and follow-up. Mentor Focus: ● Convert goals into measurable actions. ● Schedule periodic check-ins on the Progress Portal. Questions: ● "What will you commit to this week?" ● "How can we track your progress together?"

- “What support do you need to stay consistent?”

Key changes to celebrate in student's journey

More structured reporting and analysis
Increased curiosity ("why" questions about data)
Stronger collaboration and data communication
Higher self-awareness and accountability
Measurable business improvements (reduced errors, faster reporting)

For questions and concerns, reach out to us!

eswatinitechacademy@gmail.com
+268 7913 4516

www.eswatinitechacademy.tech