Data Management & Reporting

25 May 2026 (Monday)

9am to 5pm

SNEF Corporate Learning Centre
60 Paya Lebar Road, #13-45,
Paya Lebar Square (Lobby 2)
Singapore 409051

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About the workshop

This 1-day hands-on workshop provides a practical and accessible overview of the analytics value chain, with a strong focus on data management, preparation, and reporting.

Participants will work with realistic, sizable datasets, learn how to transform data, build interactive dashboards and reports using processed data.

Learning Outcome

- Understand the end-to-end analytics value chain and the critical role of data management
- Apply practical data preparation and transformation techniques such as:
  - Merging data across multiple tables
  - Identifying and correcting data quality issues
  - Creating calculated data fields to support analysis
- Convert processed datasets into interactive dashboard reports
- Automatically refresh and update reports when new data is introduced

Who should attend

- Analysts or professionals with data management, reporting, or analytics responsibilities
- Professionals looking to enhance their Excel-based data and reporting skills
- Anyone seeking to build strong foundational skills in data analytics, even without a technical background

Trainer Details

Jeremy Poon (BEng, IHRP-CA)

Senior Consultant, FYT Consulting Pte Ltd. With over 30 years of leadership experience across telecommunications, hospitality (MICE) and government in the Asia-Pacific, the trainer consults and leads analytics engagements for organisations. Conducts data workshops for CSC, SNEF and CCISP, and is an ACLP-certified trainer, IHRP Certified Associate and Korn Ferry Academy graduate.

Course Fee:

Member - S$545.00
Non-Member - S$654.00
***Inclusive of prevailing GST**

Logistics Requirement:
Laptop with MS Excel and Powerpoint (version 2013 or later)

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