



MANAGEMENT

MG74 Data Management and Analysis

This highly practical course equips managers and professionals with the tools and techniques required to manage and analyse data with confidence. Whether supporting operational decisions, project planning, or compliance requirements, participants will learn to transform raw data into meaningful insights using accessible tools.

The programme covers essential skills in data preparation, visualisation, and reporting, while also addressing critical areas like data governance and compliance. Through hands-on exercises, real-world case studies, and collaborative tasks, delegates will develop a strong foundation in data literacy and gain the confidence to apply analytics in their daily work. This course supports professionals in becoming more informed, analytical, and proactive contributors to organisational performance.

Course Information

Duration: 5 days

Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

Upon completion of one of our CPD certified courses, delegates will be awarded both an LMC certificate and a CPD certificate. No examination required.

Who is the course suitable for?

This course is designed for professionals across sectors who are responsible for interpreting and managing data to support organisational decisions. It is particularly suitable for managers and team leaders who wish to use data more effectively, as well as individuals with operational, reporting, or compliance duties. Delegates may work in functions such as projects, finance, HR, or administration and are looking to strengthen their analytical confidence and capability. The course is also ideal for those seeking practical, hands-on experience

with tools such as Microsoft Excel to enhance their data analysis, presentation, and decision-making skills.

Course profile

Data Awareness for Better Decisions

- Understanding the role of data in modern management
- Exploring types of data and common sources
- Identifying data quality issues and cleaning techniques
- Recognising bias and assumptions in data interpretation
- Framing business questions into analytical problems

Practical Analysis with Excel

- Importing, cleaning, and preparing datasets
- Using formulas and functions for analysis
- Applying sorting, filtering, and conditional logic
- Analysing trends with charts and tables
- Using scenario and “what-if” analysis

Advanced Data Analysis Tools

- Creating and customising PivotTables
- Summarising and aggregating data dynamically
- Automating data tasks
- Designing interactive dashboards and visual reports
- Linking multiple datasets for integrated analysis

Data Management, Compliance and Governance

- Exploring frameworks for data privacy and compliance
- Identifying roles and responsibilities in data stewardship
- Understanding secure storage and access controls
- Managing records and lifecycle of data
- Aligning data practices with organisational policy

Data for Decision-Making and Influence

- Communicating data insights to stakeholders
- Choosing appropriate visualisation techniques
- Crafting compelling narratives with data
- Applying analysis to real-life organisational challenges
- Encouraging a data-driven mindset in teams

Competencies

At the end of the course, delegates will be able to:

- Apply core data analysis techniques to support operational and strategic decisions.
- Use Microsoft Excel to clean, analyse, and visualise datasets effectively.
- Build interactive dashboards and reporting tools.
- Understand and apply data governance frameworks aligned with compliance standards.
- Interpret and communicate analytical findings clearly and persuasively.
- Identify patterns, risks, and opportunities using structured data analysis.
- Embed data-driven practices into everyday team management and planning.
- Champion ethical and responsible use of data across the organisation.

Course Booking

Call us: +44 (0) 207 724 6007

Email us: training@lmcuk.com

www.lmcuk.com

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