

2 DAYS

ANALYTICAL AND DATA-DRIVEN DECISION MAKING



Management & Leadership Course

LEARNING OUTCOMES

- Apply problem-solving frameworks to break down complex issues
- Evaluate information and assumptions using critical thinking
- Develop structured reasoning approaches for workplace challenges
- Interpret and analyse data to generate meaningful insights
- Communicate evidence-based recommendations with clarity and impact
- Ensure data integrity and ethical standards in analysis and reporting

COURSE OVERVIEW

This course equips participants with the analytical thinking, problem-solving, and data interpretation skills needed to make sound, evidence-based business decisions. Learners will apply structured reasoning frameworks, strengthen critical thinking, and use practical data tools such as Excel to analyse and interpret information effectively. Emphasis is placed on turning data into actionable insights, communicating recommendations with clarity and impact, and maintaining the highest standards of accuracy, integrity, and ethical practice.

TOPICS COVERED IN THIS COURSE

Problem-Solving Frameworks

Learn structured approaches such as the 5 Whys, Root Cause Analysis, MECE Principle, and Issue/Logic Trees to break down and diagnose problems effectively.

Critical Thinking Foundations

Develop the ability to identify assumptions and biases, evaluate evidence quality, and differentiate correlation from causation for sound reasoning.

Structured Reasoning in practice

Apply problem-solving frameworks to real-world cases through case studies, group exercises, and individual practice with feedback.

Data Literacy & Interpretation

Gain confidence reading and interpreting data visualizations, understanding KPIs, and recognizing misleading data presentations or statistical fallacies.

Understanding Data Types & Visualization

Explore qualitative and quantitative data, assess data sources and reliability, and interpret charts and graphs to identify key trends, patterns, and outliers.

Practical Excel for Data Analysis

Master key Excel functions (VLOOKUP/XLOOKUP, SUMIFS, IF statements) and create pivot tables, calculated fields, and dashboards to organize and visualize data effectively.

Data-Driven Decision Making

Apply evidence-based reasoning using the So What? test, situation-complication-resolution structure, and risk assessment to move from data to actionable recommendations.

Communicating and Validating Data

Communicate insights clearly through data storytelling and strong design while ensuring data integrity, accuracy, and ethical standards.