

CALL FOR APPLICATION FOR TRAINING ON ADVANCED EXCEL AND POWER BI FOR EXECUTIVES AND PROJECT LEADERS



1. Background

In an increasingly data driven world, the ability to process, visualize, and interpret data is a key asset for decision makers. Advanced Excel and Microsoft Power BI are two of the most powerful tools available for data analysis and business intelligence. While Excel remains an essential platform for modeling, budgeting, and detailed data manipulation, Power BI enhances these capabilities with dynamic, interactive dashboards and real-time reporting.

This training is designed to empower executives, project leaders, data science practitioners, and business professionals with the tools and techniques needed to transform raw data into actionable insights. It bridges the gap between data and strategy, equipping participants to lead with clarity, confidence, and impact.

2. Objectives of the training

The main objective of this training is to equip executives and project leaders with practical and advanced skills in using Microsoft Excel and Power BI for data analysis, reporting, and informed decision making. Specifically, this training aims to:

- Apply advanced Excel functions and formulas for efficient data analysis and reporting
- Design interactive dashboards using Excel and Power BI
- Connect, transform, and visualize data using Power BI tools
- To foster a data-driven culture among executives and project leaders, promoting evidence-based planning and resource optimization
- Interpret data to support strategic decisions and communicate insights effectively

3. Expected Output

By the end of the training, participants will be able to confidently use advanced Excel techniques and Power BI tools to organize, analyze, and visualize data. They will create interactive dashboards, automate workflows, and design performance reports that support data driven decisions.

Participants will return to their organizations equipped with practical solutions for monitoring project outcomes, tracking KPIs, and delivering high level reports to stakeholders.

4. Content

This training will cover the following main chapters

Advanced Excel will cover three chapters

Chapter 1: Advanced Formulas and Functions

- Logical Functions (IF AND NOT & OR FUNCTION KEYS)
- Lookup and reference functions (VLOOKUP, XLOOKUP, HLOOKUP, INDEX, MATCH)
- Text functions (CONCATENATE, LEFT, RIGHT, MID)
- Statistical functions (AVERAGE, AVERAGEIFS, COUNT, COUNTIFS, SUMIFS)
- Nested Functions
- Advanced conditional formatting techniques
- Array Formulas
- Round down, Roundup, Round
- Len
- Power Pivot
- Left, Right, Mid, Search, Find
- Index, Match
- Workbook and Worksheet Protection, Etc.

Chapter 2: Advanced Data Entry, Cleaning, Analysis, Visualization, and Reporting Techniques.

- Data entry technique
- PivotTables and Pivot Charts
- Data validation and data filtering
- Advanced sorting and filtering techniques
- Subtotal and summary functions
- What-If analysis with Scenario Manager
- Using slicers to filter data through the pivot table
- Charts, Graphs & Visualizations in Excel

Chapter 3: Excel Dashboards and Reporting

- Creating dynamic dashboards using Excel
- Using form controls and slicers for interactivity
- Automating reports with macros and VBA basics
- Advanced sorting and filtering techniques
- Best practices for executive-level reporting

Power BI will cover four chapters

Chapter 1: Introduction to Power BI

- Understanding Power BI environment and components
- Connecting to data sources (Excel, databases, online sources)
- Data cleaning and transformation using Power Query
- Data modeling basics (relationships, calculated columns)
- Visualizations and Reports using Power Bi

Chapter 2: Data Visualization and Dashboarding in Power BI

- Building interactive dashboards
- Designing effective charts and visuals for decision-making
- Using slicers, filters, and drill-through features
- Customizing reports with themes and templates

Chapter 3: Advanced Power Bi Techniques

- Introduction to DAX (Data Analysis Expressions)
- Building Interactive Dashboards
- Using Custom Visuals in Power BI

Chapter 4: Interacting Power Query and Power BI

- Best practices for Data Integration
- Real World Case Studies and Applications
- Hand on practices with Real Data Sets

5. Participants

The training is designed for executives, project managers, team leaders, M&E officers, finance professionals, and anyone in a leadership or coordinator role who regularly works with data and reports.

Notice: We can offer this training demanded by institutions for their staff at their office or as per their plan

6. Date and Venue

This training is scheduled to take place from 12th to 23rd May, 2025, from 6:00 pm to 9:00 pm from Monday up to Friday. The training will be hosted at the office of the firm which is located in Kigali – Nyarugenge at KN 1 Ave 55 (Near Sainte Famille Hotel).

7. Participation fee and payment processes

The participation fee is 100,000 Rwf. Interested applicants are encouraged to pay the registration fees through the following bank details: Bank Account: 20071588001 open in I&M Bank, in the name of The Result Consult Co. Ltd, or through MoMo Pay (182*8*1588357). For further clarification, you can always contact us on 0781004638 (Training and Events Coordinator) or visit www.theresult.rw

This is the link for registration: <https://forms.office.com/r/sk40z2rDiL>

8. Facilitator

The session will be led by a certified Excel expert and professional trainer with extensive experience in capacity building for business professionals, project teams, and senior managers. The facilitator brings practical, hands-on approach to ensure that participants leave the training with immediately applicable skills.

9. Post training support

We offer an option of post training support for a period from 1 month to 3 months to ensure that, we stick to the main and specific objectives of the training. Apart from this, we offer on the job coaching to ensure that skills are applied effectively and productively.

10. Certificate

At the end of the training, we provide a certificate of completion

Deadline for application is due 12th May, 2025 by 5 pm

Done at Kigali, 23rd April, 2025

Sylvain Bikorimana
Managing Director

Towards the result

