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COURSE BROCHURE

Business Data Analysis and Management Reporting Training Course

2 – 6 August 2027
Singapore

Business Data Analysis and Management Reporting Training Course

Ref: 2750_105119 **Date:** 2 – 6 August 2027 **Location:** Singapore **Fees:** 9300 GBP

Business Data Analysis and Management Reporting is a 1-week training course for report writers and business analysts who turn operational and commercial figures into a Monthly Management Report Pack that managers can act on. Managers now receive more figures than ever yet still ask what changed, why, and what should happen next. Jupiter Prime Training offers Business Data Analysis and Management Reporting to analysts who answer those questions.

Why Business Data Analysis and Management Reporting Matters Now

Three groups shape this subject today. Senior managers want short reports that lead with the finding, not pages of tables. Department heads want figures they can compare across months, sites and products without arguing about definitions. Many reports are now read on phones and in short meetings. Organisations that report well make quicker, better-argued choices on budgets, staffing and pricing; those that report badly circulate numbers nobody acts on. The course rests on a widely used analytical cycle: business understanding, data understanding, data preparation, analysis, evaluation and communication.

Who Gains Most from Business Data Analysis and Management Reporting

- Report writers who compile monthly performance packs
- Business analysts who answer ad hoc questions from department heads
- Coordinators who gather figures from several units into one summary
- Officers who draft recommendations from survey or sales results
- Specialists who present their unit's figures upward

The gain is largest when the analysts who build a reporting cycle and the coordinators who feed it attend together.

Business Data Analysis and Management Reporting Capabilities

Participants move from collecting figures to writing reports whose findings and recommendations a manager can approve in one reading.

- Specify the business question and reader for each report — the commissioning manager
- Calculate summary statistics such as averages, medians and ranges correctly — report readers
- Apply trend and comparison analysis across periods, units and targets — department heads
- Design tables and charts that show one message each — senior managers
- Build a report structure that leads with findings — decision makers
- Communicate recommendations with evidence, options and risks — the approving manager

Key Business Data Analysis and Management Reporting Terms

- Median — the middle value in an ordered list, unaffected by a few extreme values.
- Year-on-year change — the difference between a figure and the same period a year earlier.
- Variance to target — the gap between an actual result and its planned figure, showing over or under performance.
- Executive summary — the opening section of a report stating the main findings and recommendations in a few sentences.
- Finding — a single evidence-based statement of what the figures show, written before any recommendation.
- Pyramid structure — a report layout that states the conclusion first, then the supporting detail.

Business Data Analysis and Management Reporting Day by Day

Day 1: Readers, Questions and Sources

- Report Commissioning Brief — Agreeing Question, Reader and Deadline Before Analysis
- Reader Needs Mapping — What Each Manager Must Decide From the Report
- Source Inventory and Ownership — Which Figures Come From Which Unit
- Definition Sheet for Measures — Stopping Disputes Over What a Figure Means
- Collection Checklist and Cut-Off Rules — Consistent Figures Every Reporting Period

Day 2: Summary Statistics That Hold Up

- Averages, Medians and Ranges — Choosing the Fair Summary of a Distribution
- Percentages and Rates — Avoiding Misleading Comparisons of Unequal Groups
- Outlier Checks and Missing Values — Deciding What Stays in the Figures
- Frequency Tables and Groupings — Showing How Results Spread Across Categories
- Sense Checks Against Last Period — Catching Errors Before Managers Do

Day 3: Trend and Comparison Analysis

- Month-on-Month and Year-on-Year Change — Separating Seasonality From Real Movement
- Moving Averages — Smoothing Noise to Reveal the Underlying Direction
- Variance to Target and Budget — Locating Under and Over Performance
- Unit and Product Benchmarking — Fair Comparison Across Sites and Lines
- Contribution to Change Analysis — Which Units Drove the Overall Movement

Day 4: Tables, Charts and Written Findings

- Table Layout Rules — Ordering, Rounding and Highlighting for Fast Reading
- Chart Choice by Message — Trend, Ranking, Share or Relationship
- Headline Titles on Charts — Stating the Finding Instead of the Topic
- Pyramid Report Structure — Conclusion First for Time-Pressed Readers
- Executive Summary Drafting — Findings, Implications and Requests in One Page

Day 5: Practising the Monthly Management Report Pack

- Retail Sales Case — Applying Statistics and Trend Analysis to Store Results
- Healthcare Service Case — Applying Comparison and Target Variance to Waiting Times
- Recommendation Writing With Options — Evidence, Cost and Risk Side by Side
- Peer Reading Test — Can a Manager Act After Two Minutes
- Monthly Management Report Pack Assembly — Summary, Exhibits and Recommendations

Applying Business Data Analysis and Management Reporting After the Course

- Rewrite the next monthly report with headline chart titles and a one-page executive summary.
- Agree a definition sheet for the five most disputed measures with the units that supply them.

Business Data Analysis and Management Reporting Questions FAQ

What is Business Data Analysis and Management Reporting and why does it matter now?

Business Data Analysis and Management Reporting turns raw business figures into findings and recommendations managers can act on. It matters now because managers receive more figures than they can read and need reports that state what changed and what to do.

Which roles gain most from Business Data Analysis and Management Reporting?

Report writers and business analysts gain most, along with coordinators who compile figures from several units for department heads.

How does Business Data Analysis and Management Reporting differ from an advanced analytical methods course?

Business Data Analysis and Management Reporting focuses on core statistics, trends and clear written reports for managers. An advanced analytical methods course goes deeper into inference, regression and forecasting models for specialist analysts.

What do you bring back from Business Data Analysis and Management Reporting?

You bring back a Monthly Management Report Pack: a commissioning brief, a definition sheet, headline charts, an executive summary and recommendation pages for your next cycle.

Business Data Analysis and Management Reporting: The Way Forward

The Monthly Management Report Pack first informs which variance or trend a manager should act on at the next performance meeting. Analysts, report writers and department heads use it to share one version of the figures. After its first cycle, revisit the definition sheet and reader map, since managers' questions shift once reports start leading with findings.