

# Analysing & Presenting Data

## Overview

Quantitative information, in particular, financial information can provide significant insights into the health and direction of your department or business unit. However, knowing where to look and which elements of data and financial statements are more important than others is often not that easy. Over two, half-day workshops, we discuss the purpose of analysis, the different types of data analysis, and the methods for presenting the results that can be found.

## Content

Topics to be covered include:

- The purpose of data and financial analysis, and what it is trying to achieve.
- Reading financial statements.
- Different analysis techniques and methods – trend, growth, benchmarking, ratio analysis.
- Gathering and constructing datasets.
- Common traps and pitfalls in undertaking data analysis.
- How to use analysis to identify key drivers, and understand cause and effect.
- The use of data analysis and financial analysis in presenting reports and proposals.
- Techniques for presenting data in tables and charts.

## Outcomes

By the end of this course you will be able to:

- Understand a range of analytical techniques and understand how and when they can be applied.
- Put analytical techniques into practice through various relevant case studies.

## Who should attend?

This course is ideal for anyone who is required to understand trends, patterns and evidence that may be contained in data and anyone who is required to provide, present or contribute data to reports, submissions and proposals designed to help others make decisions.

## Benefits to you

- You will be introduced to data analysis and presentation methods that can be used immediately to improve the structure and clarity of quantitative information.
- Good data analysis and presentation is an important ingredient to helping you to lead others with the substance of evidence, your knowledge and authority.

## Benefits to your organisation

- Mature organisations develop policy and make decisions based on evidence. Accessing and analysing data is one major ingredient to this evidence.
- Accessing a range of analytical techniques can enable agencies to make the most of the data already available to them reducing the time and cost involved in developing evidence based policy.
- Deep analysis and high quality data presentation can be persuasive and can add to organisational credibility.

Theme	Financial Management	
Competency Framework Level	<b>First Line Manager</b> Common/Core (ASO2 –ASO5) <b>Middle Manager</b> Common/Core (ASO6 - ASO8)	
Duration	2 Half Days 9:00am – 12:30pm (8:45am registration)	
Inclusions	Comprehensive workbook, Morning Tea & Refreshments	
Facilitator	Mark Priadko	
Location	Level 6, 12 Pirie Street, Adelaide	
	Professional Member	\$460
	State Government Employee	\$495
	Corporate Member	\$505
	Non-member	\$575

## 2018 Dates

[See website](#)

