PROGRAMME 01

Excel to Executive Presentations

Turn data into a recommendation people can act on.

YOUR PROFESSIONAL ADVANTAGE

Create an accurate Excel report and a persuasive three-slide narrative that connects analysis with a business decision.

WHO IT IS FOR

Professionals whose role requires reliable reporting, concise management updates or presentations to senior stakeholders.

TYPICAL FORMAT / 12 hours across four live sessions

01 Establish data confidence

Validate inputs, define measures and identify gaps before drawing conclusions.

02 Build decision-led reports

Use formulas, summaries and charts to answer a specific business question.

03 Develop the narrative

Distinguish findings, implications and the action you recommend.

04 Present with authority

Explain trade-offs, respond to challenge and make the decision required explicit.

Build evidence of your capability

Turn a fictional workforce dataset into a management report and a three-slide recommendation. Receive feedback on the analysis and narrative.

YOU LEAVE WITH

- An editable reporting workbook
- A decision-brief structure
- A three-slide executive narrative
- Feedback on your recommendation

Basic Excel familiarity recommended. A laptop with Excel and PowerPoint is required; relevant features are confirmed in advance.

Enquire about reporting and presentation programme dates.

Moh.alswaiti@gmail.com