

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/1112](http://www.amanet.org/1112)

# Essential Tools and Techniques for Data Analysis

## Make smarter business decisions using these powerful data analysis methods.

Are you tired of being under constant pressure to make the right number-based decisions for your organization? Are you too often overwhelmed by an out-of-control flood of numerical information, much of it conflicting and confusing?

Using Excel as the main tool, this seminar goes beyond the qualitative side of data analysis to explore proven quantitative tools and methods for analyzing, interpreting, and utilizing data, so that more informed and reliable business decisions can be made. Take this course to solve the problem of how to productively handle the spreadsheets, reports, and information that pile up in your inbox every day—and lose the angst that goes with it!

### How You Will Benefit

- Learn the best practices for organizing, summarizing, and interpreting quantitative data
- Create a repeatable process for analyzing your data
- Bring out patterns in data that were not apparent at first glance
- Identify and explain tools for data analysis
- Shorten the time between analysis and action to avoid “analysis paralysis”
- Know how to get from hard data to well-reasoned conclusions

### What You Will Cover

- Using data and statistics effectively in business today
- Improper data manipulations and their consequences
- Exploring quantitative data collection methods
- Improving analysis success by effectively utilizing software
- Understanding regression, trend lines, and scenarios in Excel
- Utilizing the power of business intelligence software
- Finding and analyzing data patterns, trends, and fluctuations
- Interpreting and translating data into decisions

### Who Should Attend

All business professionals who need the basic tools to quantitatively and accurately analyze the mountains of data that come across their desk each minute of every day.

***Please bring a laptop equipped with Excel 2010 to this seminar.***

## **Schedule**

- [2] days - \$2,195 Non Members
- [2] days - \$1,995 AMA Members
- [2] days - \$1,889 GSA

## **Credits**

1.2 CEU/12 CPU

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/1112](http://www.amanet.org/1112)