

## EXCEL FOR DECISION MAKERS

<b>Start Date:</b>	08/02/2026	<b>End Date:</b>	08/06/2026
<b>Categories:</b>	Digital Literacy	<b>Venues:</b>	Dubai
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

This course equips professionals with essential Excel skills to analyze data, build scenarios, and support business decisions. It's tailored for decision-makers who want to use Excel to drive clarity and strategic action.

### OBJECTIVES

By the end of this course, participants will be able to: – Use Excel functions and tools to analyze business performance. – Build dynamic models and data summaries to support decisions. – Apply scenario and sensitivity analysis for what-if planning. – Visualize trends and KPIs using clear and impactful charts. – Improve productivity and confidence in using Excel for leadership tasks.

### COURSE OUTLINE

1- Excel Foundations for Managers and Decision Makers 2- Formulas, Functions, and Data Tools for Analysis 3- What-If Analysis and Scenario Planning 4- Charts, KPIs, and Visualization Best Practices 5- Building Strategic Excel Models for Presentations

### TARGET AUDIENCE

All Supervisory Levels, Supervisors, managers, team leaders, planners, and executives who rely on Excel for insights, planning, or decision-making.

### METHODOLOGY

Hands-on modeling labs, formula drills, visualization exercises, scenario case studies, and peer-reviewed projects.

### CONCLUSION

Participants will gain the ability to confidently use Excel for analysis and decision-making, with tools that support clarity, speed, and communication.

### DAILY AGENDA

### **Day 1: Excel for Everyday Leadership**

Explore Excel features that help managers quickly review, interpret, and summarize performance.

### **Day 2: Functions that Matter**

Use IFs, LOOKUPs, SUMIFs, and logical functions to simplify analysis.

### **Day 3: What If We...?**

Apply Excel's what-if and scenario tools to model business decisions.

### **Day 4: Make the Data Speak**

Turn spreadsheets into compelling visuals and KPI dashboards.

### **Day 5: Strategic Excel Models**

Build integrated workbooks that help explain and support key decisions.

*For more information, please contact us:*

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