

EXCEL FOR DECISION MAKERS

Start Date:	01/11/2026	End Date:	05/11/2026
Categories:	Digital Literacy	Venues:	Dubai
Formats:	In Person	Instructors:	

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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