MCE

Developing Your Analytical Skills

How to Research & Present Information

Developing Your Analytical Skills
How to Research and Present Information

Quickly synthesize qualitative data, analyse the impact, and make informed decisions.

Highlights

- Use a 2x2 grid and a Swot Analysis to evaluate ideas and analyse strategies.
- Understand and use the 3 steps of the analytical process: plan, analyse and conclude.

Key Competences

- Analytical thinking
- Making decisions using data
- Creating short presentations
- Organizing, collecting and evaluating data
- Making recommendations

The Right Programme for You

You are faced with a lot of data, and you need to learn essential analytical skills to make more informed and evidence-based decisions that benefit your team, department or organization.

Managers

Business Professionals

Learn, Practice and Use

- **Identify** relevant information
- **Research** and organize data from multiple sources in the right formats
- **Categorize** data for analysis before starting
- **Make** difficult decisions involving qualitative data
- **Perform** analysis from multiple perspectives
- **Recognize** patterns and determine what they mean for your business
- **Evaluate** the evidence to identify the best opportunity or most rational solution
- **Communicate** findings and recommendations clearly in a brief presentation
- **Presenting** conclusions graphically
- **Use** 2x2 grids and SWOT analyses to evaluate ideas and analyse strategies
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Face-to-Face

2 days
€2,295

Live Online

4 x 3-hour sessions
€2,295

PMI Certified

The programme is certified by the Project Management Institute® (PMI).
More information at **mce.eu/pmi**

Available In-Company

The programme is available as an In-Company solution for your teams.
More information at **mce.eu/inco**

mce.eu/thinking for dates, locations and full programme outline

Programme Modules

1

Analytical Skills and Data Analysis

- Identifying core analytical skills
- Exploring the challenges of collecting, evaluating, and presenting information
- Describing the steps in the analytical process: plan, analyse, conclude

2

The Planning Phase

- Defining the purpose of the analysis
- Improving your analytical skills by clarifying relevant issues: Why? Who? What are the options, benefits, and risks?
- Identifying issues that are essential for comprehensive understanding
- Deciding on an approach for an analysis project
- Creating a data collection plan for obtaining information

3

The Analysis Phase

- Organising, collecting, and evaluating data via graphic tools
- Performing affinity grouping to aggregate unstructured data into categories
- Using a 2x2 grid and SWOT analysis to evaluate ideas and analyse strategies
- Determining risks and performing cost-benefit analysis
- Evaluating data and addressing information gaps

4

The Conclusion and Reporting Process

- Understanding the characteristics of valid conclusions
- Getting from conclusions to recommendations
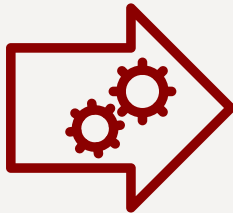- Presenting conclusions graphically

5

Telling Your Story

- Utilizing tools, tips, and techniques to present your story to multiple audiences
- Creating and delivering a brief presentation that inspires and persuades

Learn

the key business skills and knowledge you need for your management role today and tomorrow

Practice

the skills you learn and get feedback, recommendations and coaching

Use

what you learn and practise as soon as you get back to your office