Transforming Data into Information: Visualization, Verification, Reporting, & Analysis
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COURSE OBJECTIVES:

- Understand requirements and guidelines for reporting of performance information and qualities of effective performance reports
- Employ various data visualization and communication techniques to tailor the presentation of performance information to meet the needs of different audiences
- Identify the most appropriate graph style or chart option for different types of data
- Refresh and expand your understanding of descriptive and inferential statistics as they relate to performance data
- Design performance measurement systems to ensure quality data—including data validation and verification

DESIGNED FOR:

- Strategic Planners
- Program Managers
- Program Analysts
- Business Analysts
- Portfolio Managers
- Executive Directors
- Senior Management
- Performance Improvement Staff
- Senior Business Professionals

COURSE DATES:

- February 24-25, 2015
- June 22-23, 2015
- November 17-18, 2015

COURSE SPECS:

- PDU Credits: 12
- Delivery Method: Group-live
- Program Level: Basic
- Prerequisites: None (core courses recommended)
- Advanced Preparation: None
- Length: 2 Days
- Tuition: $1,575
- 30-day Early-Bird Rate: $1,475

In-House Training:

This course can be customized for a group at your organization. Contact The Performance Institute for details: 877.992.9521

COURSE AGENDA

EARN 12 PDU CREDITS!

MODULE 1
Examination of Requirements, Guidelines and Criteria for Performance Reporting

- GPRAMA/OMB reporting requirements and guidelines
- Tailoring performance reports to meet the needs of various audiences and stakeholders
- Key criteria to consider in designing a performance report

MODULE 2
Data Visualization and Communication via Scorecards and Dashboards

- Introduction to dashboards and scorecards
- Communicating numbers
- Basic principles of data
- Steps in selecting the best communication vehicle
- Putting data together into reports and dashboards
- Building dashboards and scorecards

MODULE 3
Performance Analysis

- Framework for analyzing data: converting data into information
- Fundamentals of performance analysis i: descriptive statistics
- Fundamentals of performance analysis ii: inferential statistics

MODULE 4
Data Quality

- Organizational commitment to and capacity for quality data
- Building quality in from the beginning
- Assessing the quality of existing data: validity, verification, and reliability