

Presenting management information

Training course outline

Teaches skills for delivering clear and effective management information and Key Performance Indicators (KPIs) to fellow professionals.



Course summary

In the current business climate improving the flow of key information in your business is critical. Reports that involve a cycle of clarification increase costs and lengthen timelines, resulting in reduced efficiency in the enterprise. Effective information delivery depends on developing and delivering a stakeholder-focused message every time, so users can swiftly act on the information received.

In this course, you develop the skills to deliver management information and Key Performance Indicators (KPIs) to fellow professionals and stakeholders. Through practical hands-on exercises, you create compelling and powerful visuals and dashboards.

Duration

Two days.

Who should attend?

Typical delegates include managers and professional staff at all levels who are tasked with reporting management information electronically or in documents.

In-class or live online

You can attend this course in-person at any of our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/live-online-training.

General information

Courses are hosted by highly experienced trainers who are experts in the field of writing for business.

Presenting management information training is arranged on-request, i.e. one-to-one or a 'closed course' for your group. This means that it can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate

Delegates receive:

- Comprehensive training course materials.
- An e-certificate confirming successful completion of a *Presenting management information* course.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

After course support

Following management information presenting training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/presenting-management-information-training. For a quote and details of our availability, please contact us.

Course syllabus

See over.

Course syllabus

Keys topics

Using an end-to-end process that allows you to project manage information delivery and design clear and comprehensible graphics.

Tailoring information to the needs of your stakeholders.

Employing a range of templates to report key performance indicators in text and graphics.

Visually presenting information using charts and dashboards.

Using the pyramid principle of information construction to deliver information at the right level for the right audience.

Drafting for clarity, and revising for concision.