

GRAPHS, STATISTICS AND NUMERICAL REPORTING FOR PAs AND ADMINISTRATORS

★ COURSE OVERVIEW

Businesses depend on accurate and reliable information presented in a meaningful format to assist management and teams to make effective business decisions. Whether it's the MANCO report, EXCO report, sales report or finance report, the information contained is often critical for determining the company's future direction. However, surprisingly few people have had any kind of formal training to equip them with the skills and knowledge needed to deliver and enhance the information so critical to business success.

In order to assist PAs and administrators to master the skills required, BizTech is offering a course on "Graphs, Statistics and Numerical Reporting for PAs and Administrators".

The course will cover the following topics:

- When should you use which kind of graph (bar charts, line, pie, etc)
- Data manipulation so that you only use what you want to use through sorting and filtering
- Presenting meaningful data
- Combining multiple sets of data to show a comparative analysis (different years, product lines, etc)
- Showing targets vs actuals on a graph
- Developing templates so that updates are quick and easy
- Allowing for "what if?" scenarios
- Designing graphs to show trends and seasonality
- Designing graphs to show variances
- Understanding and using the typical formulas used for numerical reporting
- Producing forecasts and histories
- Showing the top 10 and / or the bottom 10
- Labeling, colouring and formatting for clarity of display
- Using pivot tables to show information with a different focus
- Excel techniques to make your life easier
- Professional graphing and reporting using Excel

COURSE DATE

01 - 02 June 2010

COURSE DURATION

2 days - 08:30 to 16:30 daily

COURSE FEES

R7 200 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date.

WHAT'S INCLUDED

- Dynamic and knowledgeable facilitators
- Training File and a CD
- Certificate of Attendance
- High quality training venue
- Lunch and refreshments
- Parking
- Quality folder, notepad and pen

REGISTRATION DEADLINE

Registration Confirmation must be sent prior to the start of the scheduled course.



WHO SHOULD ATTEND

- Office managers and team leaders entrusted with producing performance statistics
- PAs, secretaries and office administrators who are required to compile numerical reports
- Support staff responsible for producing monthly reports
- Any person looking to improve their numerical reporting skills

OUTCOMES

After attending this course you should be able to:

- Understand numerical reporting so that you can develop your own meaningful charts
- Add value to your manager or team by producing information to assist with business decision making
- Improve efficiencies through better understanding data and charting methods
- Produce reports for marketing, finance, sales, HR, production, etc through understanding the principle techniques of data manipulation and graphs

TAKE HOME TOOLS

- Training Manual
- Training CD
- A quality folder, notepad and pen
- All delegates receive one month of telephonic support relating to course content

ACCREDITATION

The Services SETA has awarded BizTech recorded status as a provider for the delivery of learning programmes. Our provider number is 313.

This course is accredited by ICAP (the Institute for Certified Administrative Professionals) who is the authorised, licensed, exclusive agent for the International Association of Administrative Professionals®

BBBEE COMPLIANCE

BizTech is BBBEE level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through BizTech can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.

THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.



Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers BizTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.

TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at training@biztech.co.za

For cancellations received more than one week prior to the course: 0 % cancellation fee will apply.

For cancellations received less than one week prior to the course: 50 % cancellation fee will apply.

For cancellations received within 24 hours of the course: 100 % cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period, the postponement will be subject to an additional fee of R1 270 (excl VAT) per delegate.

All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

PRESENTERS

Should it be necessary, BizTech reserves the right to substitute the presenter.

COMMUNICATION

When a person registers on BizTech's website, is registered on a BizTech course or sends an e-mail to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.

DISCLAIMER

BizTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BizTech to the client.



ENROLMENT FORM

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

**Fax to 011 582 3301 or
E-mail training@biztech.co.za**

SALES CONTRACT

COURSE NAME:
**GRAPHS, STATISTICS & NUMERICAL
REPORTING FOR PAs & ADMINISTRATORS**
COURSE CODE: GSNR 010610

TOTAL NUMBER OF DELEGATES TO BE ENROLLED

> DELEGATE DETAILS [Please print clearly]

1 First Name and Surname _____
Position _____
E-mail _____
Cell No.
MS Office Version 2003 2007

2 First Name and Surname _____
Position _____
E-mail _____
Cell No.
MS Office Version 2003 2007

Special Dietary Needs No. of Kosher No. of Halaal Other _____

Special Needs (e.g. wheelchair) _____

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

> COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name _____
Postal Address _____
Postal Code
Company VAT Registration No.
Telephone No.
Fax No.

> PAYMENT DETAILS

Invoice Contact Person _____
Telephone No.
E-mail _____
Purchase Order No (if applicable)
Do you require separate invoices for each delegate? YES NO

NB: Please include your BizTech invoice number as a reference on your deposit when making payment.

> AUTHORISATION

Name _____
Position _____
Telephone No.
E-mail _____

Signature _____ Date / /

Fees **R7 200.00 (excl. VAT) per delegate**
Surcharge per Halaal meal **R 65.00 (excl. VAT) per person per day**
Surcharge per Kosher meal **R 175.00 (excl. VAT) per person per day**

A 5% discount is applicable for all registrations received two weeks prior to course commencement (18 May 2010). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Hajira on 0861 BIZTECH/011 582 3300. If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of BizTech's terms and conditions.



ENROLMENT FORM (CONT.)

> DELEGATE DETAILS [Please print clearly]

3	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				
4	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				
5	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				
6	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				
7	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				
8	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				
9	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				
10	First Name and Surname	_____																				
	Position	_____																				
	E-mail	_____																				
	Cell No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
	MS Office Version	2003 <input type="checkbox"/> 2007 <input type="checkbox"/>																				

