

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

12 - 13 July 2012

COURSE DURATION

2 days - 08:30 to 16:30 daily

COURSE FEES

R7 710 (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

- A detailed manual, workbook and CD
- A quality folder, notepad and pen
- One month of free telephonic and e-mail support included

SETA ACCREDITATION

BizTech Training is accredited as a Training Provider with the Services SETA (No: **3880**). Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

ICAP ACCREDITATION

This course is accredited by **ICAP** (the Institute for Certified Administrative Professionals). By attending you earn 10 CAP points®

LEVEL 1 BBBEE STATUS

Spending with BizTech counts twice! You can claim 135% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

THE VENUE

The course venue is the Southern Sun Cape Sun, which is a four-star conference venue. The course will be run from 08:30 to 16:00/16:30 daily.



Should you require accommodation at the Southern Sun Cape Sun please contact reservations on 021 488 5105 to book with them. An alternative option would be the St George's Hotel which can be contacted on 021 419 0808.

Course venues will be confirmed prior to course commencement.

TERMS & CONDITIONS

- If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@biztech.co.za within the following timeframes:
- **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL at least **SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL **less than SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL **less than 24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
- **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL **more than THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,430 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **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 email to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.
- **DISCLAIMER:** BizTech 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.



