



## **Business Analysis Mastery: Advanced Skills & IIBA-Aligned Practices**

# Business Analysis Mastery: Advanced Skills & IIBA-Aligned Practices

## Course Overview

This immersive course, grounded in the Business Analysis Body of Knowledge BABOK®, is designed for aspiring and experienced business analysts aiming to enhance their professional skills according to IIBA® standards. Through a dynamic mix of theoretical knowledge and practical application, this course empowers participants with essential business analysis competencies. Participants will gain practical experience in stakeholder engagement, requirements elicitation, solution evaluation, and strategic project implementation. The course culminates in a final test to earn the **Agile Leaders Training Center Professional Certificate** and 30 Professional Development Units PDUs.

## Target Audience

- Aspiring Business Analysts
- Existing Business Analysts seeking to formalize and upgrade their knowledge
- Team leaders interacting with business analysts

## Targeted Organizational Departments

- Business Analysis Teams
- Project Management
- Strategy and Planning
- IT and Systems Development
- Operations and Process Improvement

## Targeted Industries

- Information Technology
- Healthcare
- Finance
- Manufacturing
- Consulting

## Course Offerings

By the end of this course, participants will be able to:

- Define the principles of business analysis and its value in project environments
- Apply various stakeholder engagement and elicitation techniques
- Evaluate and validate requirements for feasibility and alignment with project goals
- Analyze and select the best solutions based on predefined criteria
- Design strategies and monitoring systems for successful project implementation

## Training Methodology

This course employs a blended learning approach to ensure participants gain both theoretical knowledge and practical skills. The training combines interactive lectures, group discussions, and real-world case studies. Participants engage in hands-on exercises covering stakeholder identification, requirements elicitation, solution evaluation, and strategic project implementation. Role-playing and scenario-based simulations allow participants to practice techniques in realistic contexts. Feedback sessions and collaborative workshops reinforce learning, enabling participants to refine analytical and problem-solving skills. By the end of the course, learners can confidently apply business analysis principles in their organizations and are fully prepared for the final test.

## Course Toolbox

Participants will have access to practical tools and resources, including:

- Stakeholder analysis templates and mapping tools
- Requirement elicitation checklists and documentation frameworks
- Gap analysis and solution evaluation matrices
- Feasibility assessment and validation guides
- Strategic monitoring and project implementation templates
- Case studies and real-world examples
- Interactive exercises and role-play scenarios

## Course Agenda:

### Day 1: Foundations of Business Analysis

- **Topic 1:** Introduction to Business Analysis
- **Topic 2:** Guiding Principles and Best Practices
- **Topic 3:** The Value Proposition of Business Analysis
- **Topic 4:** Skills and Competencies for Business Analysts
- **Topic 5:** Ethics and Professionalism in Business Analysis
- **Topic 6:** Business Analysis in Organizational Context
- **Reflection & Review:** Recap of Key Learnings and Group Discussion



## Day 2: Stakeholder Engagement and Requirement Elicitation

- **Topic 1:** Identifying Key Stakeholders in Projects
- **Topic 2:** Overview of Elicitation Techniques
- **Topic 3:** Selecting the Right Elicitation Technique for Your Project
- **Topic 4:** Recording and Documenting Elicited Requirements
- **Topic 5:** Managing Stakeholder Expectations and Relationships
- **Topic 6:** Applying Elicitation Techniques in Practice
- **Reflection & Review:** Stakeholder Management & Elicitation Recap

## Day 3: Requirements Evaluation and Validation

- **Topic 1:** Introduction to Requirement Quality
- **Topic 2:** Feasibility Analysis for Requirements
- **Topic 3:** Alignment of Requirements with Project Goals
- **Topic 4:** Requirement Validation Techniques
- **Topic 5:** Managing Requirement Changes Effectively
- **Topic 6:** Case Study: Requirement Evaluation in Action
- **Reflection & Review:** Validating Requirements and Managing Changes

## Day 4: Solution Analysis and Selection

- **Topic 1:** Gap Analysis in Business Solutions
- **Topic 2:** Solution Evaluation Techniques
- **Topic 3:** Solution Selection Criteria and Best Practices
- **Topic 4:** Developing Recommendations for Stakeholder Buy-in
- **Topic 5:** Managing Risks and Challenges in Solutions
- **Topic 6:** Hands-on Exercise: Solution Evaluation
- **Reflection & Review:** Review of Solution Analysis Techniques

## Day 5: Strategy Design and Monitoring for Implementation

- **Topic 1:** Designing Strategic Plans for Successful Project Implementation
- **Topic 2:** Developing Monitoring Mechanisms for Projects
- **Topic 3:** Establishing Effective Feedback Loops
- **Topic 4:** Risk Management in Project Implementation
- **Topic 5:** Project Closure and Long-term Value Realization
- **Topic 6:** Case Study: Strategic Implementation Success
- **Reflection & Review:** Recap of Strategic Planning and Risk Management
- **Final Test:** Business Analysis Knowledge Assessment

## FAQ



## **What specific qualifications or prerequisites are needed for participants before enrolling in the course?**

No formal qualifications are required. A basic understanding of business concepts is helpful, and experience in project management or related fields is beneficial but not mandatory.

## **How long is each day's session, and is there a total number of hours required for the entire course?**

Each day's session lasts approximately 4-5 hours, including breaks and interactive activities. The total course duration is five days, about 20-25 hours.

## **How does the course help with business analysis in real-world scenarios?**

The course uses real-world case studies and scenario-based exercises to allow participants to apply theoretical concepts directly, building practical skills for immediate workplace application.

## **How This Course is Different from Other Business Analysis Courses**

This Business Analysis Mastery course distinguishes itself by blending foundational knowledge with hands-on practical application. Unlike traditional courses that focus heavily on theory, this course emphasizes real-world exercises using case studies and simulations. Participants practice stakeholder engagement, elicitation techniques, requirements validation, and solution evaluation in realistic scenarios. Aligned with IIBA® standards, the course prepares learners to tackle complex business challenges and implement effective strategies. Its focus on performance monitoring and strategic project implementation equips participants with a complete toolkit for professional success. Interactive discussions, feedback sessions, and collaborative exercises ensure that participants gain not only knowledge but also actionable skills to immediately apply in their organizations.



## Training Course Categories



**Finance and  
Accounting Training  
Courses**



**Agile PM and Project  
Management Training  
Courses**



**Certified Courses By  
International Bodies**



**Communication and  
Public Relations  
Training Courses**



**Data Analytics Training  
and Data Science  
Courses**



**Environment &  
Sustainability Training  
Courses**



**Governance, Risk and  
Compliance Training  
Courses**



**Human Resources  
Training and  
Development Courses**



**IT Security Training & IT  
Training Courses**



**Leadership and  
Management Training  
Courses**



**Legal Training,  
Procurement and  
Contracting Courses**



**Maintenance Training  
and Engineering  
Training Courses**



# Training Course Categories



**Marketing, Customer Relations, and Sales Courses**



**Occupational Health, Safety and Security Training Courses**



**Oil & Gas Training and Other Technical Courses**



**Personal & Self-Development Training Courses**



**Quality and Operations Management Training Courses**



**Secretarial and Administration Training Courses**



**AGILE LEADERS**  
Training Center

# Training Cities

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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