



Controlled Excel Business Reporting and Management Dashboards Course

29 November – 3 December 2026
Nairobi

Controlled Excel Business Reporting and Management Dashboards Course

Ref: 792_160203 **Date:** 29 November – 3 December 2026 **Location:** Nairobi **Fees:** 4500 Euro

Overview

Controlled Excel Business Reporting and Management Dashboards Course is a five-day professional course for finance, reporting, and business operations professionals who leave with a Controlled Excel Reporting Pack. Participants connect report requirements, structured tables, Power Query transformations, controlled formulas, data models, PivotTables, charts, dashboards, refresh routines, checks, and management narratives. The course addresses fragile recurring reports by separating sources, logic, controls, and outputs. Agile Leaders Training Center develops controlled Excel business reporting capability.

Who Should Attend

- Management reporting functions responsible for recurring performance packs and explanations
- Finance functions responsible for reconciled measures, variance, and decision support
- Operations functions responsible for service, process, and productivity reporting
- Commercial functions responsible for sales, customer, and pipeline reporting
- Data coordination functions responsible for source preparation, refresh, and quality checks
- Assurance functions responsible for spreadsheet review, control, and traceability

The course assumes participants can use basic Excel formulas, tables, sorting, and filtering, and leaves out VBA programming, advanced financial modeling, database administration, and external certification preparation.

Departments and Industries

The course supports departments and industries that produce repeatable management reports from spreadsheet data.

- Financial services operations and finance reporting
- Retail sales and inventory performance
- Manufacturing production and quality reporting
- Healthcare service and capacity reporting
- Hospitality revenue and operations reporting
- Public-service performance and expenditure reporting

Learning Objectives

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



- Build a controlled Excel reporting specification
- Apply structured tables and resilient formulas
- Use Power Query for repeatable data preparation
- Build relational models and PivotTable summaries
- Evaluate charts, dashboards, and management narratives
- Build refresh, validation, review, and release controls

Course Agenda

Day 1: Specify and Structure Reports

- Report Purpose and Audience Requirement Canvas
- Source Inventory and Reporting Data Contract
- Workbook Architecture and Sheet Responsibility Map
- Excel Table and Structured Reference Design
- Input, Calculation, Control, and Output Separation

Day 2: Prepare Repeatable Data

- Power Query Connection and Source Parameter Plan
- Data Type, Missing Value, and Exception Rules
- Merge, Append, Pivot, and Unpivot Transformation Flow
- Query Dependency and Refresh Sequence Map
- Prepared Data Validation and Reconciliation Log

Day 3: Build Analysis and Summaries

- Controlled Formula and Named Object Convention
- Table Relationship and Data Model Blueprint
- PivotTable Measure and Grouping Design
- Variance, Trend, and Segment Analysis Grid
- Formula Error, Boundary, and Reasonableness Checks

Day 4: Design Management Outputs

- Management KPI Definition Card
- PivotChart and Standard Chart Selection Guide
- Dashboard Hierarchy and Visual Layout Wireframe
- Finding, Cause, Impact, and Action Narrative
- Refresh, Review, Approval, and Release Checklist



Day 5: Practice Controlled Reporting

- Exercise: Specify a Recurring Management Report
- Exercise: Transform and Validate Source Data
- Exercise: Build Pivot Analysis and Controlled Measures
- Exercise: Design a Dashboard and Management Narrative
- Capstone: Controlled Excel Reporting Pack

Practical Exercises

The course uses suggested activities based on finance, retail, manufacturing, healthcare, hospitality, and public-service reporting scenarios.

- Suggested activity: translate a management request into audience, purpose, measures, sources, cadence, controls, and output requirements.
- Suggested activity: combine monthly source files with Power Query and document transformations, exceptions, validation, and refresh dependencies.
- Suggested activity: create relational summaries, controlled measures, variance analysis, and charts without mixing source, logic, and output areas.
- Suggested activity: assemble the workbook, dashboard, narrative, control log, reviewer evidence, and release checklist in the final pack.

FAQs

Who suits Excel business reporting training, and what does it assume?

Finance, management reporting, operations, commercial, data coordination, and assurance functions suit the training; it assumes basic use of formulas, tables, sorting, and filtering.

How does controlled Excel reporting differ from general advanced Excel training?

Controlled Excel reporting organizes recurring sources, transformations, measures, outputs, reviews, and releases, while general advanced Excel training covers a broader collection of functions and productivity features.

Why should Excel business reports use structured tables?

Structured tables provide named columns, consistent calculated fields, expanding ranges, readable references, and reliable sources for formulas, queries, PivotTables, and charts.

How does Power Query improve recurring Excel reports?

Power Query records source connections and transformation steps so teams can refresh, inspect, repeat, and amend data preparation without manually rebuilding each reporting cycle.



Which controls make an Excel management report reliable?

Reliable reports use defined ownership, protected inputs, consistent formulas, reconciliations, exception checks, reasonableness tests, refresh logs, version control, independent review, and documented approval.

Conclusion

Participants take back a Controlled Excel Reporting Pack containing requirements, structured sources, transformation flows, formulas, models, PivotTables, charts, dashboards, narratives, checks, and release evidence. It changes manual report assembly into a repeatable controlled cycle. The pack supports clearer management decisions and safer updates as data changes.