Computer Application Skills for Engineers and Managers Course

9 – 13 May 2027
Accra

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Training Center

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Ref: 1664_222962 **Date:** 9 – 13 May 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Computer Application Skills for Engineers and Managers Course is a one-week course for engineers, engineering supervisors, technical managers, project managers and operations managers, who leave with an Engineering and Management Productivity Toolkit. The course connects structured documents, spreadsheet analysis, dashboards, presentations, collaborative files, task coordination and automation. Participants turn technical and operational information into controlled work products and repeatable workflows. Agile Leaders Training Center develops practical computer application skills.

Who Should Attend

- Teams responsible for engineering reports and technical documentation
- Teams responsible for operational data analysis and performance reporting
- Teams responsible for technical presentations and management decisions
- Teams responsible for shared files, meetings and task coordination
- Teams responsible for recurring data handling and workflow improvement

The course assumes participants use workplace computers for technical or management tasks and leaves out software development, system administration and certification preparation.

Departments and Industries

The course supports departments and industries that convert technical and operational information into reports, decisions and coordinated actions.

- Engineering, maintenance and technical services
- Projects, operations and quality management
- Manufacturing, energy and utilities
- Construction, logistics and facilities services
- Technology, consulting and professional services

Learning Objectives

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

- Build structured technical documents and reporting templates
- Analyze clean tabular data with formulas and filters
- Use charts, PivotTables and dashboards for decisions
- Build technical presentations with linked evidence
- Evaluate collaboration, access and information security controls
- Apply low-code methods to automate recurring tasks

Course Agenda

Day 1: Documents and Digital Work Structure

- Engineering Report Structure and Style Guide
- Technical Document Template and Section Map
- File Naming Version and Approval Register
- Data Source and Evidence Traceability Log
- Productivity Workflow and Responsibility Matrix

Day 2: Spreadsheet Analysis and Reporting

- Clean Tabular Data and Header Standard
- Formula Function and Reference Control Sheet
- Sort Filter and Data Validation Checklist
- PivotTable Analysis and Summary Model
- Chart Selection and Data Label Guide

Day 3: Dashboards and Technical Presentations

- Engineering KPI and Measure Dictionary
- Management Dashboard Layout and Filter Plan
- Technical Presentation Storyboard
- Linked Chart and Evidence Update Method
- Decision Brief and Recommendation Template

Day 4: Collaboration Security and Automation

- Shared File Access and Permission Matrix
- Comment Review and Action Assignment Protocol
- Meeting Task and Decision Tracker
- Office Application Security Checklist
- Recorded Workflow Automation and Exception Map

Day 5: Application Skills Practice

- Exercise: Build a Controlled Engineering Report
- Exercise: Analyze Operational Data and Exceptions
- Exercise: Present a Dashboard-Based Decision
- Exercise: Test Collaboration and Automation Controls
- Capstone: Engineering and Management Productivity Toolkit

Practical Exercises

Suggested activities use technical reports, operational datasets, project scenarios and recurring office tasks.

- Suggested activity: structure a technical report with controlled sections, evidence and approval records
- Suggested activity: clean a dataset and build formulas, a PivotTable, charts and a management dashboard
- Suggested activity: create a decision presentation using linked evidence and an action tracker
- Suggested activity: map and test a recorded automation for a repetitive data-handling task

FAQs

Who should take computer application skills training, and what does it assume?

Computer application skills training suits engineers and managers who already use workplace computers for reporting, analysis, presentations, collaboration or task coordination.

How does computer application skills training differ from general office software training?

Computer application skills training applies documents, spreadsheets, presentations, collaboration and automation to engineering and management work; general software training focuses mainly on individual application features.

Which spreadsheet skills support engineering and management decisions?

Useful spreadsheet skills include clean table design, controlled formulas, validation, sorting, filtering, PivotTables, charts, dashboards and traceable source references.

How should technical presentations use operational data?

Technical presentations should connect each message to defined measures, selected charts, evidence sources, assumptions, decisions and assigned actions.

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What computer application tasks can teams automate?

Teams can automate repetitive rule-based tasks such as file handling, data transfer, form entry, report preparation and cross-application updates when inputs, exceptions and controls are defined.

Conclusion

Participants take back an Engineering and Management Productivity Toolkit containing report templates, analysis models, dashboard plans, presentation structures, collaboration controls and an automation map. The toolkit makes technical information and decisions traceable. It helps teams produce work products, coordinate actions and reduce repetitive handling across engineering and management workflows.