

Data Analytics

Data-Analytics will help learners to ensure the integrity of the data, turn data into actionable information, and further use analytics to answer specific questions in a visual or another easy-to-use format.



Course Specifications

CPE Credits

16

Training Format

Virtual-Live

Preparation

None

Modules

5



Course Objectives

Visualization, verification, reporting internal use, and analysis.

- **Collect Better Data**
Design performance measurement systems to ensure collection of quality data that is easier to report
- **Make It Useful**
Employ various data visualization and communication techniques to make performance data useful to managers and employees
- **Use Data Analytics**
Implement cutting-edge methodologies for analyzing your performance data to figure out how to make improvements
- **Improve the Efficiency**
Design performance measurement systems to ensure quality data including data validation and verification

INTENDED FOR
Leaders, key stakeholders, and project teams

Visualization, verification, reporting internal use, and analysis

Government agencies collected more data sets in just the last five years than the entirety of data since the founding of the nation! With all that data, how can government agencies put it all to use – to improve outcomes, reduce risk, and enhance efficiency? Data analytics involves the strategic collection, use, and analysis of government data sets to improve mission attainment.



Agenda

■ MODULE 1

Making Performance Information Usable for Internal Management

- 7 Steps for Ensuring Your Performance Data is Relevant and Useful to Internal Decision-Making and Management
- Know Your Internal Customers – Building Use of Performance Information at All Levels
- Collecting and Managing Your Data
- Creating common definition and data collection guidelines to ensure reliable and uniform data
- Making it easier for managers and line employees to collect and report performance data

■ MODULE 2

Evolving Your Budget Process to Focus on Results

- Introduction to Dashboards and Scorecards
- Communicating Numbers
- Basic Principles of Data
- Steps in Selecting the Best Communication
- Vehicle Putting Data Together into Reports and Dashboards
- Building Dashboards and Scorecards

■ MODULE 3

Data Analytics and Performance Analysis

- Framework for Analyzing Data: Converting Data into Information
- Fundamentals of Performance Analysis I: Descriptive Statistics
- Fundamentals of Performance Analysis II: Inferential Statistics

■ MODULE 4

Data Quality

- Organizational Commitment to and Capacity for Quality Data
- Building Quality In from the Beginning
- Assessing the Quality of Existing Data: Validity, Verification, and Reliability

■ MODULE 5

Conducting Effective Performance Reviews to Drive Change

- Critical components of planning and executing a successful Performance STAT or other performance review session.
- Tracking and following up on ideas for performance improvement.



Get Certified

Certified Government Performance Manager (CGPM) Program

The Performance Institute's Certified Government Performance Manager (CGPM) program **provides the skills and tools needed to make you a lead performance management resource for your organization.** Candidates for our standard certificate sit for a brief examination. Candidates for our advanced certificate complete a capstone project—a real-world project from your agency that you can use to apply concepts, **knowledge and skills from your courses and receive expert feedback from a staff member of The Performance Institute.**

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* Payment by company check, credit card or SF-182 must be received for all mail registrations no later than 5 business days PRIOR to course date.



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