

12/12/2025

ANNOUNCEMENT

RIM is organizing hands-on, face-to-face training sessions designed to build practical, workplace-ready digital competencies.

Training Details:

- Title: Excel to BI: Data Analytics using Excel and Power BI Dashboarding
- Dates: Batch 02: 05/01/2026 – 09/01/2026
Batch 03: 03/03/2026 - 07/03/2026
Batch 04: 17/03/2026 - 21/03/2026
- Duration: 5 days
- Mode: Face-to-face, with hands-on activities at RIM, Semtokha
- Fees: Nu. 10,500 per participant (includes lunch and refreshment)
- Who Should Attend: *Civil/Public servants/employees and professionals from both the public and private sectors who wish to enhance their digital and data analysis skills.*
- Maximum Participants: 26
- For registration please fill up the google form. <https://forms.gle/m3cuT2vPEHUqtPGv5>

Details of Program

This programme integrates AI to support solution-based learning, enabling participants to apply analytics and automation tools effectively to real-world business challenges.

This comprehensive training is designed to take participants from foundational Excel skills to advanced business intelligence and dashboarding using Power BI, with integrated AI tools. Over five days, participants will learn to clean, analyze, and visualize data; create interactive dashboards; and generate AI-driven insights to support evidence-based decision-making.

Key Highlights:

1. Clean and prepare data using Excel and Power Query: Practical skills to remove errors, combine datasets, and structure information for analysis.
2. Strengthen the use of advanced Excel formulas and analytical tools: Enhanced capability with functions, PivotTables, and other features to analyze data accurately and efficiently.
3. Enable transformation of raw data into actionable insights: Focus on interpreting data, identifying trends, and presenting findings that support better business decisions.
4. Improve reporting speed and accuracy through automation: Use PivotTables, PivotCharts, slicers, templates, and other automation techniques to reduce repetitive tasks, streamline data analysis, and enhance the overall quality and consistency of reports.
5. Create clear and interactive dashboards using Power BI: Ability to design dashboards that display essential information at a glance and allow meaningful user interaction.
6. Build confidence in sharing, publishing, and managing Power BI reports: Skills to publish dashboards online and share securely.

For further information, please email at phurba@rim.edu.bt or contact Mr. Phurba at 77761035.

Thank you