

21/07/2026

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

Training Details:

- Title: Data Management, Analysis and Dashboarding using Excel & Power BI
- Dates: 1. August 17 - 21, 2026 (5 Full Days)
2. August 24- 28 August, 2026 (5 Full Days)
- Mode: Face-to-face, with hands-on activities at RIM, Semtokha
- Fees: Nu. 11,500 per participant (includes lunch and refreshment), please deposit to RIM Welfare Fund, Account No: 100502451
- Who Should Attend: *Professionals from both the public and private sectors who wish to enhance their digital and data analysis skills.*
- Minimum/Maximum Participants: 20/26
- For registration please fill up the google form. <https://forms.gle/zeCrhmh3KPHsvycX8>

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 strengthen practical skills in data cleaning, management, analysis, and visualization using Microsoft Excel and Power BI. Participants will learn powerful tools for organizing, cleaning, and analyzing data through structured tables, formulas, functions, and PivotTables, enabling accurate and meaningful insights using data.

Building further on the foundation, the program introduced Power BI (Business Intelligence) as a modern analytics and dashboarding platform that transforms analyzed data into interactive reports and dashboards. By integrating Excel with Power BI.

Key Highlights:

1. Introduce the basic concepts, applications, and practical uses of Artificial Intelligence (AI), including effective AI prompting techniques for better results.
2. Clean and prepare data using Excel, Practical skills to remove errors, combine datasets, and structure information for analysis.
3. Strengthen the use of advanced Excel formulas and analytical tools: Enhanced capability with functions, PivotTables, and other features to analyze data accurately and efficiently.
4. Enable transformation of raw data into actionable insights: Focus on interpreting data, identifying trends, and presenting findings that support better business decisions.
5. 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.
6. Create clear and interactive dashboards using Power BI: Ability to design dashboards that display essential information at a glance and allow meaningful user interaction.
7. 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 17761035.

Thank you