



SMART DECISIONS FASTER POWER BI + AI ESSENTIALS FOR THE MODERN WORKFORCE

Duration

1 day

Time

9.00am to 5.00pm

PROGRAMME DESCRIPTION



Power BI Desktop

In today's rapidly evolving business landscape, **data is the new currency of competitive advantage**. Organizations that can interpret data accurately and translate it into actionable insights are the ones leading in performance, agility, and innovation. Yet, many professionals still struggle to turn complex datasets into clear, decision-ready visuals that drive

real business results.

This **1-day intensive Power BI training** is designed to bridge that gap — empowering participants with the ability to **analyze, visualize, and communicate data insights effectively** through one of the world's most powerful business intelligence tools.

Participants will embark on a structured, results-oriented journey — from mastering **data connection and modeling** to applying **DAX for dynamic analytics**, creating **interactive dashboards**, and finally leveraging **AI-powered tools such as Microsoft Copilot, Key Influencer, and Q&A Visuals** to uncover predictive insights automatically.

The course is uniquely structured to simulate **real business problem-solving** — every activity reflects real organizational scenarios such as analyzing financial performance, tracking sales KPIs, or understanding workforce trends.

By the end of the training, participants will not only know *how* to use Power BI — they will understand *why* and *when* to use it to create measurable business impact. They will leave with the ability to build a **fully functional, interactive business dashboard** that communicates strategic insights, improves reporting efficiency, and supports faster, data-driven decision-making.

In just one day, this program transforms participants from data users into **data storytellers and strategic insight generators**, capable of influencing decisions and driving business performance through intelligent visualization and AI-driven analytics.

TRAINING OBJECTIVES

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

1. Understand the **core functions and architecture of Microsoft Power BI**.
2. Import, clean, and transform data using **Power Query Editor**.
3. Build effective **data models** and apply **DAX (Data Analysis Expressions)** for advanced calculations.
4. Design **interactive and visually compelling dashboards** aligned with organizational KPIs.
5. Apply **AI features** such as Key Influencer, Q&A Visual, and Copilot to generate predictive and narrative insights.
6. Interpret analytical results and present insights that **support evidence-based decision-making**.



TRAINING OUTCOMES

Upon completion, participants will be able to:

Capability	Description
Data Management Mastery	Confidently import, clean, and prepare datasets for analysis.
Analytical Thinking	Develop logical models to identify key performance patterns.
Dashboard Design Competence	Build visually engaging and interactive dashboards for stakeholders.
AI-Enhanced Insights	Utilize built-in AI tools to automate trend analysis and forecasting.
Business Application	Apply Power BI dashboards to real-world functions (Finance, HR, Sales, Operations).
Strategic Storytelling	Present data in a way that drives executive action and business transformation.

TARGET PARTICIPANTS

This program is ideal for:

- Department heads, managers, and executives who need actionable data insights.
- Business analysts, finance officers, and operations supervisors.
- HR, sales, and marketing professionals seeking to visualize departmental KPIs.
- Entrepreneurs and SMEs aiming to make data-driven decisions.
- Anyone new to Power BI who wants to progress from beginner to advanced level in a single day.

TRAINING METHODOLOGY

The course applies an **experiential and practical learning approach** grounded in adult learning principles:

1. **Interactive Demonstrations** – Step-by-step guided exercises using live Power BI dashboards.
2. **Hands-On Practice** – Participants replicate each process on their own devices using sample datasets.
3. **Mini Case Studies** – Real-world scenarios for applying Power BI to business decisions.
4. **Group Reflection** – Quick sharing sessions to exchange insights and peer learning.
5. **AI Showcase** – Participants explore Microsoft Copilot, Key Influencer, and Q&A tools to discover hidden insights.
6. **Final Dashboard Challenge** – A capstone activity where each participant builds and presents a complete dashboard.

Importance of This Training

Strategic Value	Explanation
Empowers Data-Driven Culture	Builds analytical capability across non-technical and technical teams.
Bridges Skill Gaps	Enables employees to move from Excel-based reporting to dynamic Power BI dashboards.
Enhances Decision Quality	Turns data into real-time, visual insights that accelerate business decisions.
Future-Ready Workforce	Integrates AI tools that reflect current trends in analytics automation.
Supports Digital Transformation	Aligns with Industry 4.0 and Malaysia’s drive toward data-empowered organizations.

1-DAY TRAINING OUTLINE: POWER BI FROM BEGINNER TO ADVANCED WITH AI INTEGRATION

9:00 AM – 9:30 AM | Module 1: Introduction to Power BI & Data Analytics Mindset (Beginner Level)

Objectives:

- Understand how Power BI transforms business reporting and decision-making.
- Learn Power BI components and workflow: *Power Query* → *Data Model* → *Visualization* → *Sharing*.

Topics Covered:

- What is Business Intelligence (BI)?
- Power BI Ecosystem: Desktop, Service, and Mobile.
- Difference between Excel reports and Power BI dashboards.
- The data-to-decision journey.

Activity:

Quick icebreaker — “Your Current Data Pain Point”

Each participant shares one reporting frustration; trainer links it to how Power BI solves it.

9:30 AM – 11:00 AM | Module 2: Connecting & Transforming Data (Beginner to Intermediate)

Objectives:

- Learn to import, clean, and transform data using Power Query.
- Prepare accurate and structured datasets for reporting.

Topics Covered:

- Connecting data from Excel, CSV, and online sources.
- Data cleaning: remove duplicates, fix missing values, split and merge columns.
- Basic transformations and formatting in Power Query Editor.
- Renaming and structuring tables for clarity.

Hands-On Exercise:

Import a raw sales dataset → clean and prepare it using Power Query → load into Power BI.

Break: 11:00 AM – 11:15 AM

11:15 AM – 12:45 PM | Module 3: Building Data Models & Using DAX (Intermediate Level)

Objectives:

- Understand relational modeling in Power BI.
- Use DAX (Data Analysis Expressions) to create custom KPIs and calculations.

Topics Covered:

- Understanding relationships (one-to-many, cross-filter direction).
- Building star schema models: Sales, Products, Customers.
- Creating calculated columns and measures using DAX.
- Common DAX functions:
 - SUM, CALCULATE, RELATED, IF, DIVIDE.
 - Time Intelligence: YTD, MoM, and Variance calculations.

Hands-On Exercise:

Build a data model and calculate:

- Total Sales
- Profit Margin %
- Year-to-Date Revenue
- Target Achievement %

Lunch Break: 12:45 PM – 1:45 PM

1:45 PM – 3:15 PM | Module 4: Designing Interactive Dashboards (Advanced Visualization Techniques)

Objectives:

- Create impactful dashboards with advanced visuals and interactions.
- Apply professional design principles for business reporting.

Topics Covered:

- Choosing visuals: bar, line, funnel, card, map, KPI, and decomposition.
- Using slicers, drill-through, bookmarks, and dynamic titles.
- Layout design: color theory, hierarchy, and storytelling best practices.
- Tooltip pages and buttons for interactivity.

Hands-On Exercise:

Create a **Management Sales Dashboard** showing:

- Revenue by Region
 - Product Profitability
 - Sales Rep Leaderboard
 - Trend Analysis (YoY Growth)
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3:15 PM – 4:15 PM | Module 5: Power BI Advanced Features & AI Integration (Advanced Level)**Objectives:**

- Explore AI capabilities within Power BI for predictive insights.
- Use Microsoft Copilot and AI visuals to enhance decision-making.

Topics Covered:

- Introduction to Power BI AI Visuals:
 - Key Influencer Visual — understanding sales drivers
 - Decomposition Tree — root cause analysis
 - Q&A Visual — natural language questions
- Predictive forecasting using time-series visuals.
- Introduction to **Power BI + Microsoft Copilot** integration:
 - Generating insights with prompts
 - Auto-summarizing reports and trends
 - Example: “Copilot, summarize top 3 sales opportunities by region.”

Hands-On Demo:

Trainer demonstrates live:

- Using Q&A to ask: “Which region had the highest profit margin last quarter?”
- Generating AI-driven recommendations for next month’s targets.

Participant Activity:

Participants replicate the Copilot query and observe predictive insights.

4:15 PM – 5:00 PM | Module 6: Publishing, Automation & Case Study Challenge

Objectives:

- Automate dashboards for real-time updates and publish securely to Power BI Service.
- Apply all skills learned to a practical business challenge.

Topics Covered:

- Publishing dashboards to Power BI Service.
- Setting up automatic data refresh.
- Sharing dashboards securely within an organization.
- Embedding dashboards in Microsoft Teams or mobile apps.

Case Study Challenge (Group Task):

Participants analyze a dataset and present:

1. Key business insights (KPIs, trends)
2. One AI-driven recommendation
3. A professional dashboard for management

Wrap-Up:

- Recap of all key concepts (Beginner → Advanced → AI).
- Q&A and feedback session.

Training Outcomes

By the end of this intensive 1-day program, participants will be able to:

1. Import, clean, and model complex datasets using Power Query.
 2. Create DAX calculations for business KPIs and time intelligence.
 3. Design interactive, executive-level dashboards for decision-making.
 4. Utilize Power BI's AI visuals and Copilot for predictive analysis.
 5. Publish, automate, and share real-time dashboards across teams.
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TRAINER PROFILE: YOGESWARAN MUNUSAMY

Yogeswaran who has obtained Bachelor of Business Administration & Master of Business Administration from University of Tun Abdul Razak.

With 19+ years of expertise in sales psychology, negotiation, and leadership, I empower businesses to close more deals, enhance customer satisfaction, and build high-performing teams. Yoges have successfully trained over 20,000 professionals across industries like B2B, B2C, Hospitality, Tech, Finance, Retail, Manufacturing, Pharmaceutical Sales, and Healthcare—driving sustainable business growth through high impact training programs.

MyA and Healthcare—driving sustainable business growth through high impact training programs. My approach integrates Neuro-Linguistic Programming (NLP), sales psychology, and experiential learning, ensuring engaging and results-driven training sessions. By combining interactive coaching, real-world case studies, and AI-powered sales tools, I equip teams with the skills to increase revenue, strengthen customer relationships, and lead with confidence.

BUSINESS IMPACT & RESULTS

- ✚ Hospitality Sales Growth – 30% revenue growth for Light Hotel, Malaysia
- ✚ Retail Service Excellence – +15 NPS improvement in customer loyalty (Singapore-based retailer)
- ✚ B2B Negotiation Win – 25% vendor cost reduction in 6 months
- ✚ Leadership Transformation – 30% rise in employee engagement (Indonesia-based tech firm)
- ✚ Trained Over 20,000 Professionals – Across industries including B2B, B2C, Hospitality, Tech, Manufacturing, and Healthcare

Participation Registration & Fee

Kindly email to marketing department at mytrain2@mytrainingmalaysia.com for latest participation fees.
The Course Fee is fully claimable under HRD Corp Claimable Courses

Course is conducted through the following method

- 1. Public. Training Series*
- 2. Exclusive In House Training Series*

Registration via online can be done thru our website at www.eliteedge.com.my

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