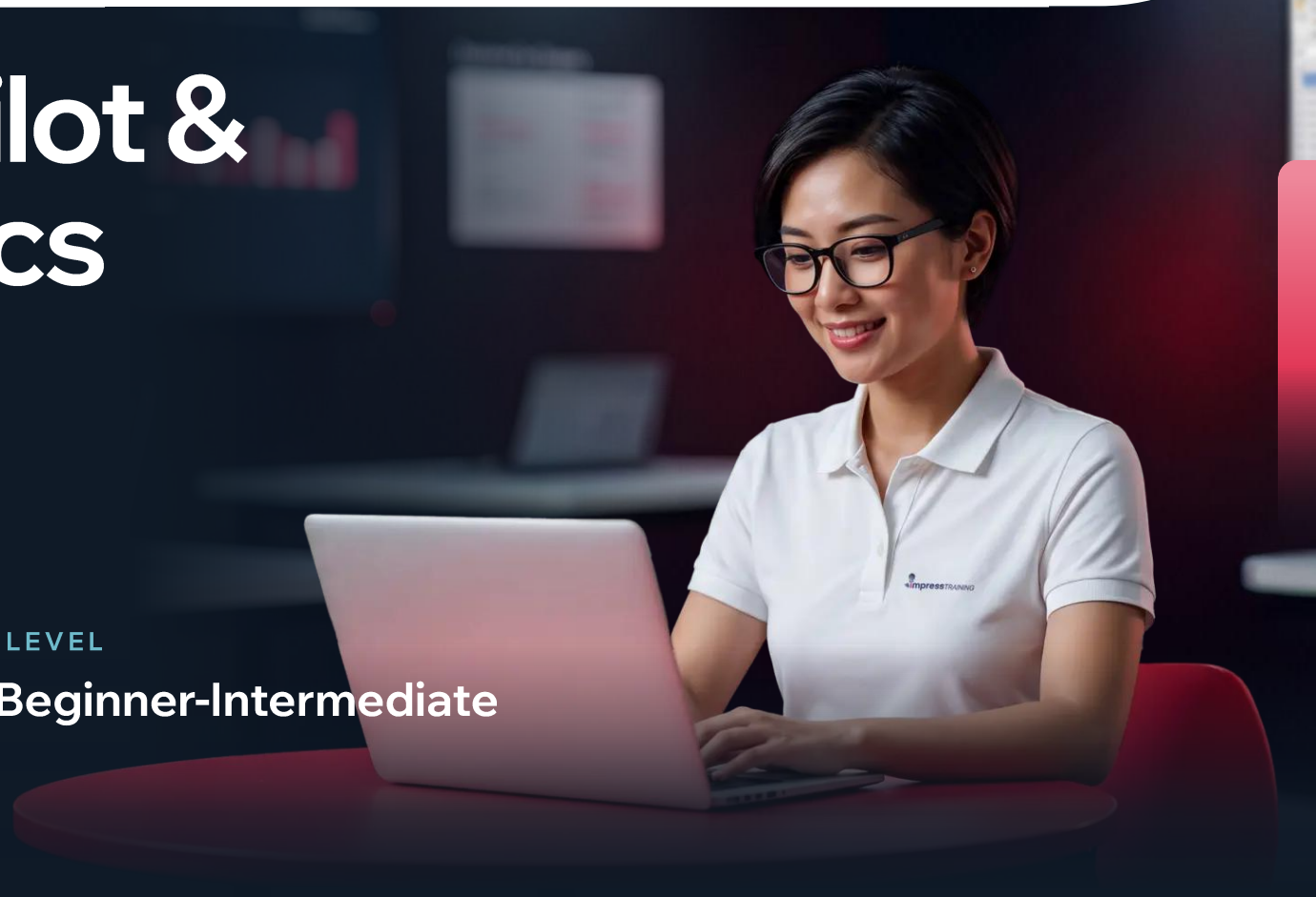
impressTRAINING

COURSE BROCHURE · TECHNOLOGY & AI

Turning data into real-time business insights

Power BI with Copilot & AI for Data Analytics

Up to 70% course subsidy*



COURSE FEE
S$1,000
Before subsidy

DURATION
2 days

DELIVERY
In person

LEVEL
Beginner-Intermediate

COURSE OVERVIEW

About the course

This AI-Driven Data Analytics with Power BI course is designed for corporate professionals, business analysts, and IT practitioners who want to develop practical, job-ready skills in data preparation, analysis, visualisation and business intelligence.

Participants will learn to connect to multiple data sources, clean and transform data, apply basic data modelling techniques, and transform raw data into meaningful dashboards and reports using Microsoft Power BI. They will learn to select appropriate visualisation techniques, build interactive dashboards, analyse trends and patterns, and communicate insights effectively. The course also introduces AI-powered features that enable learners to uncover deeper insights, enhance data storytelling, and support data-driven decision-making. Participants will also consider data limitations, potential bias, and the responsible and ethical use of analytics and AI. By the end of the course, learners will be able to apply Power BI and AI-driven analytics techniques to support informed business decisions. No prior Power BI experience is required.



WHO SHOULD ATTEND

Anyone who wants to create professional dashboards and reports for their organization as well as to analyse data and derive insights.

BEFORE YOU COME

- No prior Power BI experience is required. However, familiarity with Excel charts or graphs will be an added advantage.
- Participants must have basic computer literacy.
- Able to read, write, listen, and speak in English
- Laptops and printed learner guides will be provided.

LEARNING OUTCOMES

What you'll learn

- **Apply data collection and preparation techniques** to connect, clean, transform and structure data from multiple sources using Power BI.
- **Apply data visualisation principles and techniques** to select and create informative and dynamic data displays using Power BI.
- **Create interactive dashboards and scorecards** using data visualisation tools and techniques to present benchmark data, trends and key performance indicators.
- **Apply technical features** such as filters, slicers, drill-through and interactive and AI-powered visuals to support data exploration and presentation.
- **Develop data presentations and reports** across different contexts to communicate trends, correlations and insights clearly through effective and accurate visual storytelling.
- **Interpret data trends and communicate insights** while recognising data limitations, assumptions and potential bias, and applying responsible and ethical use of analytics and AI for informed decision-making through AI Ethics and governance.

KEY TAKEAWAYS

- **Transform raw data into analysis-ready datasets by connecting, cleaning, and modelling data from multiple sources using Power BI.**
- **Design impactful visualisations and interactive dashboards to communicate insights, trends, and key performance indicators effectively.**
- **Leverage AI-driven features in Power BI to generate insights, enhance storytelling, and support responsible, data-driven decision-making.**

COURSE OUTLINE

Day 1 topics



01 Data Collection and Preparation Techniques

- Connecting to data sources (Excel, CSV, import options)
- Identifying data patterns, anomalies and data types
- Power Query Editor: cleaning, formatting, filtering, reshaping
- Merging/appending multi-source datasets; resolving inconsistencies
- Data modelling basics: normalisation, fact/dimension tables, relationships
- Standardising formats and handling missing/inconsistent values

02 Appropriate Data Visualisation Techniques and Displays

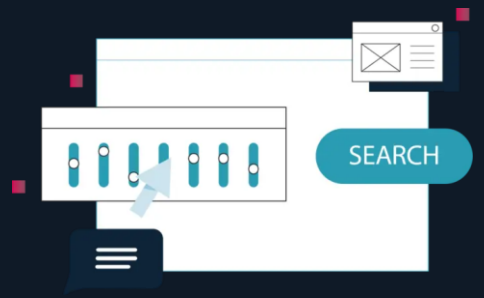
- Role of data visualisation in decision-making; Power BI interface overview
- KPI fundamentals and selecting appropriate visual formats
- Visual variables (colour, size, shape, position) and their impact on interpretation
- Characteristics of good vs poor visualisations (clarity, accuracy, storytelling)
- Chart types in Power BI and mapping data types to the right technique

03 Types of Dashboards and Scoreboards

- Dashboard design principles; KPI scorecard development in Power BI
- Creating hierarchies for drill-down analysis; grouping data for insight
- Building and formatting visuals for clarity and impact
- Filters and controls: slicers, dropdowns, radio-button filters
- Dashboard interactivity: Focus Mode, drill-through, navigation
- Power BI AI visuals (Key Influencers, Smart Insights) to explore benchmark data

COURSE OUTLINE

Day 2 topics



04 Technical Features in Data Presentation and Report Creation

- Advanced filtering: visual/page/report-level filters, Top N filters
- Managing report interactions: cross-filtering, cross-highlighting, drill-through
- Advanced visualisations: maps, gauge, TreeMap, custom visuals
- Multi-page report structuring and navigation/UX design
- AI-assisted insights and smart interactions for deeper exploration

Continues →

05 Presentation of Data into a Report

- Data storytelling frameworks: context, insight, recommendation
- Audience-centric visualisation for different stakeholder contexts
- Report customisation: shapes, images, text, themes, backgrounds
- AI/ML features: Key Influencers, Decomposition Tree, Smart Narratives
- Natural language Q&A for generating insights
- Ensuring accurate, unbiased visual representation; validating AI narratives against source data

06 Data Findings Through the Dashboard

- Publishing to Power BI Service; secure sharing and collaboration
- Interpreting data trends and communicating insights for decision-making
- Identifying and communicating data limitations, assumptions and potential bias
- Responsible and ethical use of AI-powered analytics (verification, governance, avoiding over-reliance)
- Capstone: present published dashboard/report to a simulated stakeholder, incl. limitations & ethics statement

FEES, FUNDING AND DATES

Invest in your team

	Singapore Citizens & PR below 40 years old	Singapore Citizens 40 years old and above
Course fee	S$1,000	S$1,000
Funding support	50% · S$500	70% · S$700
You pay	S$500	S$300

Fees are per participant. Funding is for eligible participants who meet the attendance and assessment requirements.

CERTIFICATION

Attain at least 75% attendance and pass the assessment to receive a digital Certificate of Completion from Impress Training.

UPCOMING DATES

- 7–8 Jan 2027
- 3–4 May 2027
- 4–5 Oct 2027

DURATION

2 days

DELIVERY

In person

LEVEL

Beginner - Intermediate

MEET YOUR TRAINER

Ken Yeo

> "A very good course for beginners and yet providing a good overview of the possibilities of Power BI"
>
> **William Chan,** Deputy Director

> "I will recommend this course to my colleagues who are getting started with Power BI."
>
> **Ken Kuwabata**, Manager

YOUR TRAINER

Ken is a dynamic professional with expertise in digital skills, education, and business operations. He specialises in data wrangling, data visualisation, Python programming, Microsoft Excel, Power BI, Generative AI, and prompt engineering—leveraging technology to drive insights and innovation. Ken holds a Master's degree in Business Administration, a Graduate Diploma in Analytics and Visualisation, and the WSQ Advanced Certificate in Learning and Performance (ACLP). He is dedicated to empowering individuals and organisations through technology-driven, learner-focused solutions.



CONTACT INFORMATION

For more information

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***SKILLS FUTURE SUBSIDY**

Course subsidy of up to 70% is available for both employer-sponsored and self-sponsored applicants.

SkillsFuture Credit (SFC)
Eligible Singapore Citizens may use their SkillsFuture Credit balance to offset respective course fees. This is only applicable to Self-sponsored Individuals.

Assessments
As part of the requirement for SkillsFuture Singapore, there will be an assessment conducted at the end of the course.

Attendance
Participants are required to attain a minimum of 75% attendance and pass the assessment to receive a digital Certificate of Completion issued by Impress Training

*Course subsidies are subject to meeting the relevant terms and conditions.

Please contact us for more details.