

PROGRAMME BROCHURE

Data Analysis Skills & Training

A practical, mentoring-led programme for professionals who want to understand data, use it with confidence, and apply it to advance their career — no prior experience required.

Programme Overview

Foundations today. Career impact tomorrow.

This programme is built for adult and professional learners who want more than surface-level familiarity with data — a genuine, working understanding of how data is used in real workplaces, and how to apply it to your own role with confidence. It combines practical, hands-on skill-building with the professional English needed to talk about data credibly in meetings, in writing, and in interviews. This is mentoring and training as much as it is tuition: the goal is that you leave able to *use* data, not just describe it.

STAGE 1 — INDUSTRY FOUNDATIONS

Introduction to Data Analysis

Data analysis has a reputation for being intimidating — but the fundamentals are more accessible than most people expect.

- How data is collected, cleaned, and interpreted
- How raw numbers turn into real decisions
- How to read a report or dashboard, and follow a data conversation with confidence
- The English to ask the right question in a meeting, without second-guessing yourself

STAGE 2 — CAREER PATHS

How to Start a Career in Data Analysis

Built for professionals moving into a data-facing role, this programme focuses on job-ready, practical competence.

- Working with spreadsheets and common data tools
- Everyday data terminology used in the workplace
- How to present findings clearly to a non-technical audience
- How to write a data-literate CV and describe your analytical thinking in interview

OUTCOME | Understand data. Use it with confidence. Advance your career.

Skills Across Three Dimensions

What you'll gain by the end of the programme

TECHNICAL

Working with data tools

- Using spreadsheets and common data tools (Excel, Google Sheets)
- Reading and interpreting dashboards and reports
- Understanding common data terms and metrics
- Spotting patterns and trends in data

SOFT SKILLS

Communicating with confidence

- Explaining data insights clearly to non-technical colleagues
- Asking the right questions in data-driven meetings
- Critical thinking about what data does — and doesn't — show
- Confident interview and workplace conversation

BUSINESS

Applying data at work

- Turning data into clear decisions and recommendations
- Presenting findings confidently to stakeholders
- Presenting data skills on a CV and in interviews

Who This Is For

Working professionals who want to build genuine data confidence for their current role; career-changers exploring data-facing positions; managers and team leads who want to read reports and dashboards with real understanding; and anyone who feels behind on data literacy and wants a clear, structured way to catch up — without jargon, and without needing a technical background.

Pricing

Simple options, whichever way you'd like to start

TRY IT FIRST

Taster Session — £25

A single 1:1 session, no obligation. A low-risk way to meet your tutor and see how the programme works before committing to the full track.

STAGE 1

Industry Foundations — £115

3 × 1:1 sessions covering the Introduction to Data Analysis curriculum in full.

BEST VALUE

Full Career Track — £275 (Save £20)

Industry Foundations + Career Paths together — 9 × 1:1 sessions in total, taking you from first principles through to career-ready confidence.

- Available as one payment of £275
- Or 3 monthly payments of approximately £92

PREFER TO LEARN AT YOUR OWN PACE?

Self-Paced Learning Packs

Same core content, without live sessions — ideal if you'd rather work through the material independently and on your own schedule.

- Introduction to Data Analysis (self-paced) — £45
- Industry Foundations (self-paced) — £60

NOTE | Taster session fee is deducted from your track price if you enrol within 14 days.

How It Works

A simple, guided path from foundations to impact

1

Start with Industry Foundations

Build a clear, practical understanding of data analysis and begin applying it in your own day-to-day work.

2

Progress to Career Paths

Move from general familiarity to career-ready capability — practical workflows, terminology, and interview-ready confidence.

3

Apply it — Your Impact

Bring what you've learned back into your role: add value to your team, stand out as the go-to data-literate colleague, and keep growing as your role evolves.

Format & Delivery

Delivered 1:1, at your own pace, with a structure that adapts to your starting point and goals — whether that's building confidence for your current role or preparing for a move into a data-facing position. As with all ALM Learning programmes, this is personal, mentoring-led tuition rather than a fixed, one-size-fits-all course.

Ready to start your data journey?

Get in touch to discuss scheduling, pricing, and the best starting point for you.

contact@almlearning.com