PROVEN
Training & Consultancy
Solutions Limited

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DATA ANALYSIS

COMPANY OVERVIEW

Currently, in the job industry, employers are not just looking for expertise in a certain field. They are more interested in tomorrow's problem solvers-highly performing professionals who have the practical know-how to solve problems and create impactful results.

Proven Training & Consultancy Solutions Ltd and wishes to cultivate tomorrow's problem solvers by offering training in areas such as Project Management, IT Service and Management, IT and Cyber Security, Data Analysis and Management, Team Building, Management and Leadership, Business Management Solutions and Finance Management among others.

Proven Training & Consultancy Solutions Ltd was registered in April 2015 by Directors who have more than 10 years' experience in corporate training & consultancy. We are more than just a training company; we provide skills development that enables organizations and individuals to define, analyze and deliver product and services that solve business problems. We believe that training should be relevant, immediately applicable and fun. It's our combination of best proven practices, a practical approach and an engaging delivery that distinguishes the Proven Training portfolio of training services.

We believe in a comprehensive approach - becoming a part of our client's business and knowing as much about their operations and challenges as possible. We wish to support you in meeting your needs and most importantly achieving your goals in improving bottom line results and to sustain a competitive advantage.

MISSION

Proven Training & Consultancy Solutions Ltd aims to design and deliver high impact development programs and a wide range of consultancy services that produce outstanding human performance in your organizations. Our training aims to maximize performance straightaway so that participants/trainees can immediatly add value to the organization.

We are committed to improving individual and organizational effectiveness in order to accomplish your strategic goals. We aim to deliver hands on experience and professional growth with the flexibility to meet the needs of individuals and organizations.

VISION

To be the preffered choice training and consultancy solutions that will improve and ensure effective business performance by enriching the knowledge of all stakeholders.

COMPANY VALUES

Proven Training & Consultancy Solutions Ltd responds to changing markets and customer environments by developing a high performance organization with a strong commercial focus.

Our flexibility and responsiveness are based on the following values:

Professionalism
We are committed towards promoting the highest standards of ethics and integrity.

Accountability
We are responsible for our actions and ethical in all decisions that we make when meeting our stakeholders needs.

Customer Service Quality
We are committed to delivering a high standard of service to all our stakeholders and satisfy their needs through our performance excellence.

Teamwork
We collaborate and create a fun dynamic culture as a team to provide solutions to our stakeholders.

DATA ANALYSIS

DATA MANAGEMENT & ANALYSIS COURSES

- **Data Analytics using Advanced MS Excel**
  Microsoft Excel is the most commonly used analytics, reporting and strategy software. Becoming an expert data analyst requires you to have mastery of advanced Excel skills. This course on Advanced Data Modelling and Analytics using Excel is aimed at taking your Excel skills to the next level. You will be able to apply complex functions within Excel to manage, manipulate, analyze and visualize data.

- **Data Analytics using Microsoft Power BI**
  Data analysis is a powerful skill to have today and by using Microsoft Power Business Intelligence (BI) you can do so effectively and efficiently. Through this course, you will learn how to create interactive visualizations, reports and dashboards with a few clicks or drag-and-drops. You will also see how Power BI can handle files that are too large for Excel.

- **Statistical Data Analysis using R**
  R is an open-source programming language that provides a wide variety of statistical and graphical techniques. R has "become the de-facto standard for writing statistical software among statisticians. This Training on Statistical Data Analysis using R will give you a solid foundation in creating statistical analysis solutions using the R language, and how to carry out a range of commonly used analytical processes.

- **Qualitative Data Management & Analysis using ATLAS.ti**
  At the end of this course, the participants will be able to learn about the methodological principles behind ATLAS.ti, the role of ATLAS.ti in the research process and use ATLAS.ti in data analysis following an approach emphasizing data integration, organization, and constant documentation of the process.

- **Qualitative Data Management & Analysis using NVIVO**
  Managing and analyzing qualitative data can be a trying experience. Qualitative data is multifaceted, rich in nature, unstructured and at times can be overwhelming where the researcher will be provided with information beyond the scope of the study
  This NVIVO data analysis and data management course aims to build the capacity of qualitative researchers in qualitative data management and analysis using NVIVO qualitative software. This software has many features that can assist to simplify the whole process of doing qualitative research.

- **Data Management & Statistical Analysis using SPSS**
  Statistical Package for Social Sciences (SPSS) is one of the most user-friendly statistical software for researchers providing visualization and data analytical tools. This course provides the participants with a practical application of the statistical component of IBM® SPSS® Statistics. Participants will review several statistical techniques, gain an understanding of when and why to use these various techniques as well as how to apply them with confidence, interpret their output, and graphically display the results.

- **Data Management & Statistical Analysis using Stata**
  Stata statistical data software is a complete, integrated statistical software package that provides for data analysis, data management, and graphics. The course is aimed at researchers and other professionals who would like to strengthen their capacity using this statistical data analysis software. The Stata training will enhance the knowledge and skills of the participants to analyse data in a fast, accurate and easier manner by using Stata software and will know how to interpret and present the results. This will also enable participants to gain experience of the practical application of the statistical analytical techniques.

- **Advanced Statistical Analysis using SPSS**
  In the socio economic and business context, conducting research, data management and data analysis are imperative for informed decision making. The availability of several datasets and research techniques open the gateway of conducting systematic research which will be helpful for consumers, businesses and organizations.
  A sound knowledge about the use of SPSS Software as a data management and analysis tool is very beneficial for the researchers. This course introduces you to a range of advanced statistical modelling techniques within SPSS Software Statistics and covers how and when they should be used.

- **Foundations of Financial Modelling**
  This course is designed to develop your financial modelling skills through the evaluation and analysis of real-life case studies. It will also develop your knowledge and understanding of finance enabling you to make financial decisions which will reduce costs, increase profit, and minimize risk.

BUSINESS MANAGEMENT COURSES

- **Human Resource Metrics & Analytics**
  The HR Metrics and Analytics training will capacity build you on how to read human capital analytics, solve challenges, and assess solutions using workforce and HR metrics.
  You will learn how to correctly review, define, measure, and track human resource indicators.

- **Effective Performance Review**
  This cutting-edge course will demonstrate how agreeing objectives, reviewing and monitoring performance, giving feedback, coaching, training and development and of course, the appraisal itself link, taking into account best practice in appraisal systems in multi-cultural environment.

- **HR Skills for HR Administrators**
  This course will provide delegates with the skills and knowledge to make a valuable contribution to the success and continued effectiveness of the HR function. The topics covered in this course will provide practitioners to be up-to-date with the latest thinking and approaches.

- **Labour Relations/Laws**
  This training seeks to equip personnel with the knowledge of the current Labour Laws in Kenya, thus enhancing Efficiency, Industrial Morale, Teamwork and Productivity.

- **Continuous Employee Development & Empowerment**
  Continuous Employee Development & Empowerment is a management practice of sharing information, rewards, and power with employees so that they can take initiative and make decisions to solve problems and improve service and performance. This 5-day course will introduce participants to the important areas of Continuous Employee Development & Empowerment.

- **Customer Relationship Management Training**
  In our Customer Relationship Management course, you will learn how to refocus your business to concentrate on your customers to build long lasting relationships that allow you to beat the competition.

- **Key Accounts Management & Client Development**
  This five-day course will show you how to adopt a practical approach to planning, analyzing and implementing a closer relationship with your strategic accounts and defend profitable customers against hungry competitors.

- **Negotiation Skills Training**
  This Negotiation training course describes a range of successful negotiating techniques and explains how you can use them to help you achieve your key objectives.

- **High Performance in Sales Training**
  The ability to sell is the most important skills necessary for the advancement and survival of any business. Most people who take careers in sales or front office operations are ill-prepared for the challenges that attend to selling products or services. The High Performance in Sales Course is designed to help participants grasp the essential skills needed to become successful sales professionals.

- **Customer Service Excellence and Management Course**
  Putting the customer first is one of the most valuable strategies for building a business. Satisfied customers become repeat customers and often increase their purchases; they are also the best source of word-of-mouth referrals. There is no better salesperson than a loyal customer. This course also uncovers the secrets and strategies of building a business based on improving and gaining outstanding levels of customer service and satisfaction.

- **Public Speaking and Presentation Skills**
  In Public Speaking and Presentation Skills you will learn the techniques required to plan and deliver your presentation. You'll learn how to control anxiety and improve articulation and listening skills. Most importantly, you'll build the confidence to speak in front of groups and make your presentations interesting, dynamic and effective.

- **Digital Marketing**
  It's not enough to only know about one element of digital marketing anymore. The best marketers are all rounded, or specialists who understand how their area of expertise fits within a wider marketing strategy. This course seeks to provide an all-round approach to digital marketing.

- **Leadership Excellence in handling Pressure & Stress**
  This highly participative course will help you to develop your leadership skills to lead others in times of pressure, stress and crisis. You will become more aware of your strengths and limitations when you experience workplace pressure. Based on the latest research on workplace stress, you will gain knowledge to overcome the debilitating effects of stress.

- **Complete Course in Leadership and Management**
  This intensive course gives a comprehensive overview of the principles and practices of management and leadership. It builds on the tenet that good management is the foundation of organizational success and progresses to consider the transitional skills and competencies that make great leaders. Central to the program is the belief that we can all lead effectively through a reflection on our personal style and experiences aligned with a commitment to engage those we lead.

- **Strategic Crisis Management**
  Developing Strategies, Risk Analysis, Negotiating, Budgeting and Cost Control are the essential skills for those who are dedicated to maximizing their performance and value-added contribution - and that of the people who work for them. As the business environment becomes ever more uncertain and turbulent, the requirement for professional leadership and management throughout organizations is at a premium. Hence, these skills learned in this 10-day course provide a structured and coherent framework for addressing the challenges which professionals face in respect of both their day-to-day and longer-term responsibilities.

- **Transformational Leadership**
  Transformational leadership is defined as a leadership approach that causes change in individuals and social systems. It goes beyond traditional leadership styles, focusing on inspiring and motivating teams, fostering innovation, and driving positive organizational change. It is particularly relevant in today's rapidly changing world, where organizations need leaders who can inspire and motivate their teams to adapt to new challenges and achieve ambitious goals.

Training on transformational leadership is designed to empower leaders with the knowledge and skills necessary to become transformational leaders in their organizations. Participants will learn the principles, techniques, and strategies associated with transformational leadership, enabling them to create high-performing teams and lead successful organizational transformations.

- **Leadership and Change Management**
  Change is an unavoidable part of all teams and organizations. The ability to lead change is essential, and it is necessary for all tasks that a leader or manager engages in, from implementing a strategy to making minor adjustments to a work system. Every time a manager or leader makes a decision, something changes. This training on leading and managing change course gives participants a clear overview of leading and managing change. The training is aimed at helping participants understand organizational culture, change and organizational development. The program will help you to design effective change programs and develop the personal management skills to successfully lead change processes in your organization.

- **APMG Change Management**
  Dealing with change and more importantly, the impact of change is a high priority for all organizations. The Change Management Certification has been developed by APMG in partnership with the Change Management Institute (CMI), an independent, global professional association of change managers. Together they have developed a professional 'body of knowledge' for the discipline of change management. This body of knowledge now provides an independent benchmark for the professional knowledge expected of an effective change manager. APMG's refreshed Change Management certification is fully aligned with the change management body of knowledge. The new syllabus samples a wide range of knowledge regarding the theory and practice of change management

- **Conflict Management**
  If not managed properly, interpersonal issues and conflicts within a team can derail the best laid plans. In this training course you will learn how to resolve the most problematic situations using a variety of approaches and proven techniques. You will identify your preferred conflict resolution style and learn how to adapt it to tackle the situation you face. You will also learn about influencing skills and the bases of power, how to apply them and when. In this training course you will be equipped with the ability to diffuse conflicts and use them as a platform for positive change.

- **Finance for Non-Finance**
  To succeed at any employment level and position, knowledge of basic financial principles is critical. 'Finance for non-Finance Professionals' transforms financial and accounting concepts into decision making tools you can use successfully every day. You learn to apply the fundamentals of finance to improve budget management, increase potential profits, and assess the financial performance of business activities.
  You will understand the terminology used by accounting and finance staff and will feel more confident when being involved with them or using them. This course will help you do a better job and prepare you for senior management positions where financial awareness is crucial.

- **Automation of Records & Information Systems**
  Automation of records is the use of information technologies to manage records and archives services. This course covers the computerization of record-keeping work and various actions critical to efficient automation, including business systems analysis, advance planning and cost-benefit analysis, assessment of automation options prior to selection, implementation and evaluation of records automation information systems.

- **Electronic Records Management**
  Good management of records is fundamental to a well-functioning organization since it supports business activity and provides a basis for efficient service delivery. Training on Electronic Records Management involves the maintenance of the content, context, structure and links between records to enable their accessibility and support their business value. This Training on Electronic Records Management course aims at enhancing the knowledge and practical skills of participants necessary to apply electronic management approaches to perform their records management duties efficiently and effectively.

- **Team Building & Bonding**
  Employees are one of the greatest assets an organization has, and by coupling it with excellent teamwork, company performance will increase. Our Teamwork course is a guide to effective team collaboration that will train your team members. Your employees will learn the importance of teamwork, how to be better team players, how to communicate effectively with team members, and how to handle challenges in the workplace.