

Statistics: Management & Decision-Making Support Tool

3 Days **BGST**

OVERVIEW

This course is designed to enable participants to write a coherent summary report and make a pertinent analysis of the report. Furthermore, they will be able to use statistical reports to back up a line of argument and highlight key ideas that are likely to facilitate decision-making.

DESIGNED FOR

This course is designed for all staff members who need to be able to handle and use statistics at work. There are no prerequisites in terms of knowledge of descriptive statistics. However, it is assumed that participants will be familiar with basic arithmetic calculations. All the statistical concepts will be explained, along with examples, during the course.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Create a table of statistics based on simple, time series and multiple data.
- Characterise a distribution using indicators, choose the indicators and interpret them (order by size, dispersion, concentration).
- Identify trends, look for seasonal variations, analyse the contingencies.
- Choose, create and interpret a distribution graph.
- Analyse a graph in order to highlight a relation.
- Take into account structural effects.
- Model the relation, measure its intensity.
- Check the results against the objectives.
- Write a summary report.
- Correlate the statistical data with the line of argument (illustrating an idea in order to take the most appropriate decision).

TOPICS COVERED

- Simple data: calculating central tendencies and dispersion, grouping data into classes, basic graphs.
 - Time series data: seasonal variations, current prices, relative values, variations, problems linked to use of percentages.
 - Multiple data: calculating correlations, contingency tables, multivariate graphs.
- Basic mathematical concepts will be reviewed during the course.

EXTRA NOTES

An equivalent course is available in Arabic and French. Please call us for details.