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RE: Microsoft Power BI Workshop Invitation 25th to 29th September 2023 Nairobi

Dear Participant,

I hope this letter finds you well. We are excited to extend an invitation to you for our upcoming professional workshop course in Data Analysis and Visualization, designed to enhance your skills and expertise in managing successful projects. The workshop will span five days from 25th to 29th September 2023 at Best West Meridian Hotel, Nairobi, and we believe it will be a transformative experience for all participants.

Objectives of the Workshop:

1. **Data Analysis Skills:** Power BI allows you to connect, transform, and analyze data from various sources. You will develop strong data analysis skills, enabling you to extract meaningful insights from complex datasets.
2. **Data Visualization Mastery:** Power BI offers robust visualization tools to create interactive and visually appealing dashboards and reports. By taking this course you will learn how to effectively visualize data, communicate insights, and make data-driven decisions.
3. **Business Intelligence Expertise:** Power BI is a powerful business intelligence tool that helps organizations make informed decisions. You will be proficient in creating informative reports and dashboards that drive better business outcomes.
4. **Data Integration:** Power BI allows you to connect to a wide range of data sources, including databases, spreadsheets, online services, and more. You will learn how to integrate different data sources efficiently can streamline your data analysis process.
5. **Automation and Efficiency:** Power BI offers automation features like scheduled data refresh and report generation. You will learn how to automate tasks which can save time and improve efficiency in data reporting and analysis.

6. **Collaboration and Sharing:** Power BI enables sharing of reports and dashboards with colleagues and stakeholders. You will learn how to collaborate effectively and ensure that insights are accessible to the right people.
7. **Data Governance and Security:** Understanding Power BI's data governance and security features is crucial for maintaining data accuracy and compliance. Taking this course will help you manage data security and access control effectively.
8. **Problem Solving:** Power BI allows you to tackle complex business challenges by analyzing data. Learning how to approach and solve real-world problems using data-driven insights is a valuable skill.
9. **Independent Learning:** Power BI offers a vast array of features and capabilities. Taking the course will provide you with a structured learning path, helping you navigate the tool effectively and encouraging independent exploration.

Throughout the course, you will engage in hands-on exercises, practical examples, and real-world scenarios to reinforce your learning. By the end of the 5-day course, you should have gained a solid understanding of Power BI's capabilities, data analysis techniques, and the ability to create meaningful insights and reports from data.

A detailed course content outlining the daily modules to be covered will be provided at the training venue during the commencement of the workshop.

Course Fee: USD 980 which covers the course tuition, training materials, study visits, two break refreshments and lunch Buffet and a certificate upon successful completion of the course.

Participants are reminded to budget for their travel (air fare), Visa (if applicable), accommodation, medical insurance and personal expenses. Accommodation can be arranged on request at the training venue or at nearby Hotels.

Registration: To secure your spot in the workshop, please complete the registration process 4 days before the training. The registration fee can be paid via bank transfer. Cash transactions may be permissible, subject to specific conditions. Detailed payment instructions are provided in the invoice attached along this letter.

Group Discount Offer: If you register as a group of more than 5 participants, you will be eligible for a discount ranging from 5% to 20% on the course fees. The discount percentage will be based on the size of your group. This is a wonderful opportunity to enhance team collaboration and learning within your organization while enjoying significant cost savings.

To take advantage of this offer, simply ensure that your group members register for the course within the same timeframe. Once all registrations are complete, the discount will be automatically applied during the payment process.

Certification: Upon successful completion of the course all participants will be issued a certificate at no extra cost.

Overall, participants will leave the course with a newfound confidence in their data analysis and Visualization abilities, ready to take on challenging projects and contribute significantly to the success of their organizations or ventures. The skills acquired will be transferable across various industries, making them valuable assets in the competitive professional landscape.

We encourage you to share this fantastic opportunity with your colleagues, friends, and professional networks. Thank you for choosing our Data Analysis course, and we look forward to welcoming you and your colleagues to this enriching learning journey!

Yours sincerely,

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