

| Course Title | Short Description | Topics Covered | Benefits to Business | Duration | Cost |
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| The Problem-Solving Cycle: A Framework for Any Challenge | A repeatable, circular approach to problem solving that bridges stakeholders and data to deliver actionable solutions in any business context. | CRISP-DM stages (Business Understanding, Data Understanding, Data Preparation, Modeling, Evaluation, Deployment), applying to non-data projects, stakeholder collaboration tips. | Creates a shared problem-solving language. Reduces wasted time on unclear project scopes. Improves collaboration between technical and non-technical teams. | 60 minutes | Starting at \$800 |
| The Solution Builder's Toolkit: Turning Business Needs into Tech-Driven Results | Learn to analyze business needs and choose the right combination of technology tools to design and deliver practical solutions. | Needs assessment, tool selection framework, low/no-code solutions overview, integration basics, rapid prototyping. | Enables faster, in-house solution development. Reduces dependency on external consultants. Drives innovation without major IT spend. | 60 minutes | Starting at \$800 |
| The Workflow Fixer: Finding and Fixing Process Bottlenecks | A hands-on guide to mapping workflows, identifying inefficiencies, and implementing improvements that stick. | Workflow mapping, bottleneck detection, root cause analysis, process improvement methods, tracking success. | Improves turnaround times and productivity. Reduces rework and errors. Enhances cross-team coordination. | 60 minutes | Starting at \$800 |
| Everyday Efficiency Tools: Mastering the Microsoft 365 Workplace | Boost productivity with essential but often-overlooked Microsoft 365 tools. Learn how to automate routine tasks, collaborate more effectively, and manage information using features you already have at your fingertips. | Advanced Outlook rules, Scheduling Assistant, SharePoint lists/libraries, SharePoint permissions basics, OneNote knowledge bases, Planner & To Do, Teams meeting settings, Forms & Power Apps. | Increases productivity without new software investments. Improves team collaboration and meeting efficiency. Enhances information organization and reduces lost knowledge. | 60 minutes | Starting at \$800 |

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| Building Interactive Dashboards with Power BI | Learn to connect data sources, clean and transform data, and create interactive dashboards that deliver real-time insights. | Data connections, Power Query transformations, DAX basics, visualization best practices, dashboard interactivity, sharing and permissions. | Enables self-service analytics. Improves decision-making speed. Reduces manual reporting workload. | 60 minutes for introductory course with example use cases followed by 1-2 interactive learning sessions 120 minutes each. | \$800 for introductory course; advanced programming available |
| Streamlining Workflows with Power Automate | Discover how to automate repetitive tasks, integrate apps, and build workflows that free up time for high-value work. | Flow types (automated, instant, scheduled), connectors, approval flows, data collection, notifications, integration with Microsoft 365 and external apps. | Increases productivity without adding headcount. Reduces human error in routine processes. Improves employee satisfaction by removing tedious work. | 60 minutes for introductory course with example use cases followed by 1-2 interactive learning sessions 120 minutes each. | \$800 for introductory course; advanced programming available |
| SQL Essentials: Getting the Data You Need | Learn the fundamentals of SQL to extract, filter, and analyze data from relational databases — skills you can apply to any reporting, analytics, or troubleshooting task. | SELECT statements, filtering (WHERE), sorting (ORDER BY), joins, aggregations, grouping, basic data cleaning queries. | Reduces bottlenecks waiting for data requests. Improves accuracy by allowing direct data validation. Empowers staff to self-serve reporting needs. | 60 minutes for introductory course with example use cases followed by 1-2 interactive learning sessions 120 minutes each. | \$800 for introductory course; advanced programming available |
| Data Workflows Made Simple: Automating Analytics with KNIME | Learn how to use KNIME's low-code platform to connect data sources, build repeatable workflows, and automate analytics without heavy programming. | KNIME interface; connecting to data sources; data cleaning & transformation nodes; building workflows; exporting/sharing results. | Saves hours of manual data prep; increases accuracy & consistency; scales analytics without more developers. | 60 minutes for introductory course with example use cases followed by 1-2 interactive learning sessions 120 minutes each. | \$800 for introductory course; advanced programming available |