



KOUNNIS ACADEMY

Professional & Personal Development

Advanced Excel tools for Management Reporting and Data Analysis

Learn how to convert data into strategic decisions with advanced Excel tools.

03 & 04 December 2026

The programme has been approved by the HRDA. Enterprises/ organisations participating with their employees, as well as unemployed people, who satisfy HRDA's criteria, are entitled to subsidy.



Program Modules



Fundamental Excel Functions for Data Analysis and Data Management

Fundamental data analysis and data management functions including CORREL, AVERAGE, COUNTIF, IF, IFS, RANK, STDEV, SUMIF, SUMIFS, TREND, VLOOKUP, XLOOKUP, RIGHT/LEFT, FIND/SEARCH.



Summarizing and Visualizing Data

Summarizing data using Pivot Tables, Managing Filters in Pivot Tables, Creating advanced graphs and pivot charts.



Forecasting and Scenario Analysis

Forecasting tools in excel, What if analysis, Scenario Manager, Goal Seek.



Conclusions

Recap and conclusions. Questions and Answers.

Programme Overview







This seminar, instructed by an expert in the field, offers participants the opportunity to learn dynamic Excel tools, advanced functions and data management techniques. It gives the participants the opportunity to improve their analytical skills and reporting effectiveness with Excel - it's an invaluable experience for those seeking to excel in the field of data-driven decision making.

Participant profile

Accountants, CFOs, finance professionals, any person that uses excel for data analysis purposes.



Key Skills Developed

-  Enhance Excel Proficiency: The seminar aims to deepen participants' understanding of Excel, equipping them with advanced skills in data management, analysis, and reporting. This includes mastering complex functions, formulas, and data management techniques.
-  Data-Driven Decision-Making: The seminar focuses on empowering attendees to leverage Excel as a powerful tool for data-driven decision-making. Participants will learn how to extract meaningful insights from data, enabling them to make informed and strategic decisions in their professional roles.
-  Efficient Reporting: A key goal is to teach efficient methods for creating management reports using Excel. Participants will gain the ability to build dynamic tables and automate reporting processes, resulting in more streamlined and effective communication of data.
-  Time and Resource Savings: By acquiring advanced Excel skills, attendees will learn to optimize their data analysis and reporting processes, ultimately saving time and resources for both themselves and their organizations.
-  Competitive Advantage: The seminar aims to provide participants with a competitive edge in their careers by arming them with in-demand Excel skills. This can lead to enhanced career prospects and opportunities for advancement.
-  Hands-On Learning: The seminar is designed to be practical and hands-on, allowing participants to apply what they learn immediately in real-world scenarios.

Programme Facilitator

Constantinos Kounnis

BA (Econ), MA (Cantab), FCA, ADIT, Certified HRDA Trainer, Certified EMCC Coach

- Founder & Managing Partner, C.Kounnis & Partners Ltd
- Founder of Kounnis Academy
- Cambridge University Graduate Degree in Economics
- Fellow Chartered Accountant (ICAEW)
- Advanced Diploma in International Tax
- Principal Lecturer at Global Training for ACA, ACCA, ADIT students
- Member of ICPAC's Tax Committee
- Big Four experience, Deloitte (London), KPMG (Nicosia)
- Certified HRDA Trainer
- Accredited EMCC Coach
- Silva Method Instructor



Programme Details:

Duration

7 Hours / 7 CPDs

Language

English

Delivery Method

Online via Microsoft Teams

Time

09:00 - 13:00, both days

Fees

€210 - Original Cost

€70 - Cost after HRDA
subsidy

Module dates

03 December 2026

04 December 2026



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