

CHARTS AND GRAPHS FOR EFFECTIVE COMMUNICATIONS FOR BOTH PROJECT MANAGEMENT AND FINANCIAL ISSUES

Communicate your message using appropriate charts or graphs.

Who is this course suitable for?

Anyone who needs to communicate their numerical data via graphical representation.

What will I gain from this course?

An understanding of appropriate charts and graphs and their meaning. How to communicate your message and create effective and meaningful charts and graphs. Make the best use of legends, titles, axis scales, annotations and chart formats.

Do I need any experience?

An understanding of how to graphically represent numeric data.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What are the specific details of this course?

Price £40.00
Duration 2 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

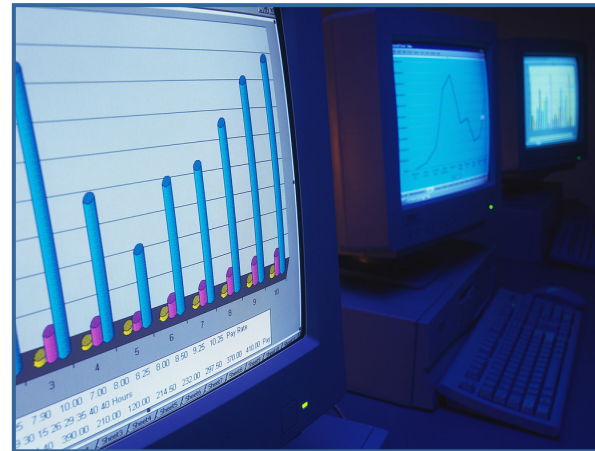
For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



What will I learn on this course?

How to use social networking tools to:

- > How to structure, create and format charts and graphs for effective communication of numeric data
- > Work with trends and regressions
- > Communicate data using primary and secondary axis for data combination and correlation
- > Use legends, titles and annotations effectively
- > Create attractive chart formats

Special Offer! Save 25%!

The following workshops are priced at £40.00 each but if you enrol on to all 5 of them at the same time, the total cost will be reduced to only £150.00!

- > Time Management using Outlook
- > Charts and graphs for effective communication for both Project Management and Financial issues
- > Presentation software
- > Project Management
- > Promoting business through social networks