

Modern Trends in Data Entry & Management

Practical data handling and analysis skills for the modern workplace



WHY MODERN DATA ENTRY AND MANAGEMENT MATTERS

Good decisions depend on good data. Accuracy and structure make the difference.

Data is at the core of modern organisations. Accurate, well-organised data supports effective decision-making, operational efficiency, reporting, and planning. When data is poorly entered, disorganised, or unreliable, it can lead to errors, inefficiency, and weak decisions.

The Modern Trends in Data Entry & Management programme equips participants with practical, workplace-ready skills to handle data accurately, organise it effectively, and use it to support operational and management decisions.

WHY BIG DATA ANALYSIS MATTERS

When data is poorly entered, organised, or managed, organisations may face:

- Inaccurate or incomplete records and reports
- Weak visibility into operations and performance
- Increased errors and inefficiencies across teams
- Compliance and audit risks
- Decisions based on unreliable or inconsistent information

Effective data entry and management enable organisations to move beyond fragmented information and focus on what matters most, accuracy, structure, and reliability.

PROGRAMME OVERVIEW

The Modern Trends in Data Entry & Management programme helps participants understand:

- The role of data in modern organisational environments
- Core data concepts, types, and sources
- How data is collected, entered, and managed accurately
- Data quality principles and error prevention techniques
- How to organise, classify, and structure data for effective use
- Basic data processing and analysis techniques
- How structured data supports reporting, planning, and operational decisions

The programme places strong emphasis on practical application, enabling participants to work with realistic workplace data and apply consistent, accurate data handling practices that support organisational needs.

The result:

The result is reliable data handling, improved reporting accuracy, and stronger support for data-driven decision-making.

Data entry and management are not just about inputting information. They are about accuracy, structure, and reliability.

Accredited and **quality assured**



What this programme Prepares you to do

This programme prepares participants to manage data accurately, efficiently, and systematically in modern workplace environments.

Participants learn how to enter data correctly, organise and classify information, apply basic analysis techniques, and present data clearly using tables, charts, and reports that support decision-making.

PARTICIPANTS DEVELOP THE CAPABILITY TO

- Understand the role of data in organisational decision-making
- Identify data types, sources, and collection methods
- Enter data accurately, efficiently, and systematically
- Organise and classify data for easy retrieval and use
- Apply basic data processing and analysis techniques
- Interpret data and extract meaningful information
- Use spreadsheets and digital tools to manage and analyse data
- Create tables, charts, and basic analytical reports
- Apply data quality principles to ensure accuracy and reliability

OUTCOMES FOR PARTICIPANTS

- By the end of the programme, participants will be able to:
- Enter and manage data accurately and professionally
- Organise and classify data to support operational needs
- Use spreadsheets to analyse and interpret data
- Create clear tables, charts, and basic reports
- Apply data quality principles to ensure reliable outputs
- Support decision-making processes with structured data
- Contribute effectively to data-driven work environments

Programme structure and **delivery options**

Programme Duration

160 learning hours
(40 training days)

Delivery Format

Online instructor-led training
Subject Matter Expert

Learning Approach

Practical and interactive sessions
Real-world scenarios and guided discussions

Flexible Delivery

Adaptable for organisational requirements and cohort-based delivery

Instructor-led delivery

All training units are delivered by subject-matter experts with real-world experience in data analytics and business intelligence, ensuring learning is practical, relevant, and immediately applicable.

HOW LEARNING IS APPLIED

Participants apply data entry, organisation, and analysis skills to realistic workplace scenarios where accuracy, consistency, and clarity are essential.

Learning focuses on practical data tasks rather than theoretical or technical complexity.

PARTICIPANTS EXPLORE

- ✓ Data concepts, types, and sources
- ✓ Data collection methods and entry techniques
- ✓ Accuracy, validation, and error prevention
- ✓ Organising, sorting, and classifying data
- ✓ Basic data analysis and interpretation
- ✓ Using Excel and spreadsheet tools effectively
- ✓ Creating tables, charts, and visual summaries
- ✓ Supporting reporting, forecasting, and planning activities

THIS PROGRAMME IS DESIGNED FOR

This programme is suitable for:

- Data entry and data processing staff
- Administrative and financial staff
- Human resources professionals
- Project managers and support teams
- Employees who work with data across different sectors
- Professionals seeking to strengthen data handling and analysis skills

COURSE PREREQUISITES

No advanced accounting qualification is required.

The programme is suitable for participants seeking to build or strengthen practical accounting capability in corporate environments.

PROGRAMME DELIVERY

- Online instructor-led training
- Practical and interactive sessions
- Real-world scenarios and guided discussions

WHAT THIS TYPE OF TRAINING DELIVERS

Immediate Application

Apply data entry and management skills directly to workplace tasks

Clear Insights

Improve reliability, consistency, and data quality

Data-Driven Decisions

Enable better reporting, planning, and decision-making

Modern Analytics Capability

Build practical data capability across teams and functions

The result:

More reliable data. Clearer insights. And professionals who contribute confidently to data-driven workplaces where accuracy and structure matter most

COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

Turning capability into national outcomes.



ASSESS

Understand the real operating world

What this Ensures

- Skills that match global industry demands, not generic international templates.



DESIGN

Build training that fits the sector

- Immediate operational impact, because training is built around real sector challenges.



DELIVER

Teach through Saudi SMEs and practitioners

- Lasting organisational capability through the adoption of performance-driven tools and behaviours.



SUSTAIN

Embed the change inside organisations

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

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Training that fits your world

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