Data Analytics and Decision Making

For Educators (Using MS Excel)

Designed for data driven leadership

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Data + Tech that Works for All

Learning Objectives

1. Learn to personalize data analysis on MS Excel.
2. Make better data-driven decisions for our students and supporters.
3. Articulate insights and takeaways to stakeholders.

Facilitators

The program will be designed and delivered by the following team. The detailed individual profiles are shared towards the end.

1. Prasanna Sundaram

The Program Design

The program has been designed with a few principles in mind:

- **Holistic Learning:** This program is designed to cover 3 elements – Concepts and Frameworks; Logical understanding of tools; and data analysing to enable problem-solving.

- **Designed for Remote delivery:**

  o The experience is facilitated for ideations, discussions and learning together - technical and logical elements.

  o Training will be delivered using an online collaborative tool; Pre-read and pre-work would be in the form of reading material, reference videos, assessments, etc.

  o Batch size: the batch size should be restricted to 15 as it is an ideal size for intensive hands-on sessions online

  o Session time: Limited to 2.5 hrs, since groups have limited attention span when connecting remotely; chances of distractions are much higher than in-person session

- **Scalable:** The program is designed for 15 participants but can be scaled up easily with prior notice to cater to a larger group.

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- **Use Adult Learning Principles**

  - <u>Establish the 'Why':</u> We will be starting the sessions with a strong focus on the *'Whys'* of the organization and individuals. Establishing the reasons always suffice the means, tools and techniques to get there.

  - <u>Outcome oriented:</u> The content and delivery are designed to enable hands on work which participants can then apply in their daily professional domain.

  - <u>Case-based Learning (CBL):</u> Using a case-based approach engages participants in discussion of specific scenarios that resemble real-world examples. Learner-centred with intense interaction among participants as they build knowledge and work together to examine the case.

  - <u>Flipped Classroom:</u> A few core principles and steps would be shared with the participants in advance as a pre-work before the session. The session would be utilised for actual application using case studies and other means as well as to generate a healthy discussion.

Session Details:

  - <u>Number of Sessions:</u> 6 Hands-on Sessions + 1 Case presentation/Buffer-day for questions

  - <u>Time per session:</u> 150 minutes

  - <u>Frequency of sessions:</u> Ideal suggestion is for alternate days between Monday to Friday. We have noticed the learning curve dropping when the gap between sessions is increased.

  - <u>Optional - Case Presentations:</u> The participants are given a case towards the end of the 6th session which helps them recap all the modules from Day 1 to Day 6.

  - Alternatively, this day is used as a buffer day for questions or seeing elements within personal data collection.

Session 1 and 2: Data and You: Introduction to MS Excel and Data.

Module contents: Qualitative theories, Quantitative practical

- Data in everyday life – Demystifying and personalizing.
- Steps towards analysing data.
- Samples of data available about our students.
- Basic working with data, without tools like Excel.
- Basics - MS Excel and data management – Text and Number operators
- Mindful evaluation of data
- Basic excel report open for multiple evaluations.

Outcomes expected:

- Evaluating available data – with and without technology
- Hands-on MS Excel – Ribbons, Basics Editors – Text and Numeric
- Basic report dexterity and presentation.

Session 3: Planning to analyse scoring gaps.

Module contents: Quantitative – towards learning, not scoring.

- Assessment Frameworks using logical operators.
- Analysing assessments in multiple ways
- Assessing student levels in multiple ways
- Understanding effort gaps in classrooms
- Patterns of approach from assessments
- Visualisations for efficient understanding

Outcomes expected:

- Planning "in-classroom academic" activities knowing how outcomes can be evaluated and further actions be planned.

Session 4: Actions and Communications set at-large.

Module contents: Quantitative elements supporting qualitative decisions.

- Logical operators as the voice of our decisions
- Setting appropriate actions based on variables of student information available for eventual self-reference and other stakeholders

Outcomes expected:

- Using logical operations to assign benchmark driven actions for individual students – for references.

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Session 5: Behavioural patterns – Attendance, Practices, Observations

Module contents: Qualitative actions support effective tracking.

- Single source of data understanding – granular to summarized.
- Date operators and their potential
- Effective personalized dashboards and visuals to effectively track common occurrences.

Outcomes expected:

- Analysing long term large set of data
- Creating effective dashboards

Session 6: Added Contextual details (Stakeholders, Background)

Module contents:

- Using available information on stakeholders/ situations around students.
- Connecting multiple large and differentiated data sets.
- Analysing multiple variables and find corelations between different elements around our students, to their performance.

Outcomes Expected:

- Co-relate concepts that have been analysed over the previous days.
- Ability to connect different elements of our student lives to better understand their performance.
- Plan support based on better connections with student surroundings.

Session 7: Analysing personal biases, maintaining administrative records and bringing it all together.

- Confirming personal observations
- Pre-setting Administrative Requirements
- Bringing it all together

Session 7: Case Study / Buffer Day for personal questions and suggestions.

- Recap of learning
- Final submissions
- Case Study / Analysing elements within personal trackers.

Note: There would assessment for every session, pre-work before Session 1

How a week looks like?

	Day						
	1	**2**	**3**	**4**	**5**	**6**	**7**
Week 1	*		*		*		
Week 2	*		*		*		

Timings

We accommodate timings according to your requirements.

Our usual post working hours batch - 1800PM-2040PM (with a ten mins break)

Participants

- Minimum Participants: 20
- Maximum Participants: 25 (at per participant cost)

Commercials

- **2 Free sessions after which the group can decide to go further**
- End of the program **if the sessions fail** to introduce new and strong practices amongst teachers, **pay 20% of the original costs**

Other Considerations

Commercials are based on the program delivery requirements and post program support. The variables will be around –

- o Online program or In Person
- o Post program recordings and their duration
- o Post Program follow ups as needed

We can discuss each of the elements and arrive at the final program investments.

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About the Facilitators

Prasanna Sundaram
Ex - Teach for India, IRI, Genpact, Symphony Marketing Solutions
Data-driven insights in the Education space | Consumer behaviour, Insights.
Data Driven Decision Making and Storytelling | MS Excel | PowerBI

Consumer Behaviour - Michell Obama's "Let's Move" on childhood obesity - Teach for India

Prasanna is a data science and human development enthusiast with more than 18 years' experience in various roles, driving data-backed insights and decision-making. He has led data analytics workshops for several schools, educators and social development organizations, besides a host of CXO level audiences in corporates.

He is a Teach for India alumni and has trained more than 2000+ educators from schools, universities and organizations of different size, scale and backgrounds.

Priorly, nearly 10 years with Genpact-IRI, early mover in data analytics space, worked and trained global audiences at US consumer goods industry, supporting "thought leadership" in the company including with White House projects in the US.

Some of the organizations and affiliations worked with include –

- Mallya Aditi International School, Bengaluru
- Genwise – Gifted India Network (Backed by Educational Initiatives)
- Indian Institute of Management – NSRCEL
- Teach For India – Fellows, City Staff, Leadership Roles
- Delhi State Government – CMIE fellows
- Simple Education Foundation – Teachers, Research Analysts and Leadership
- Parul University, Azim Premji University
- DeepC - with Ashoka University – Delhi Private School Teachers
  - Bal Bharti, DPS, Apeejay to name a few
- AICTE Professors, including from
  - Sri Venkateshwara, Miranda House, Christ College

He has also led data analytics workshops for several CXO-level audiences from Bayer, Walgreens, Hersheys in US to Ericsson and Tata Group in India.

Augmented Understanding has works with Education based organizations in their data/information arena, driving them towards data driven decisions - Process Mapping and Data Roadmap creation, Monitoring and Evaluation, Assessments and Surveys and Impact Reporting, Digital Adoptions and Trainings, implementations, partnerships, funder relations and publications.

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