

Power BI Dashboards in 60 Minutes

Transform Data into Actionable Business Insights

1-Hour Workshop

Organisations collect vast amounts of data, but data only becomes valuable when it can be understood, analysed, and acted upon. Microsoft Power BI enables users to transform raw information into interactive dashboards that provide real-time visibility into business performance, trends, and opportunities.

This practical one-hour workshop introduces business users to the power of Power BI dashboards. Participants will learn how dashboards combine key metrics, charts, and visualisations to create meaningful reports that support informed decision-making across the organisation.

Whether monitoring sales performance, financial results, project status, operational metrics, or workforce trends, Power BI dashboards help business users turn information into insight.

Business Outcomes

Traditional reports often require significant effort to produce and can be difficult to interpret. Power BI dashboards provide a more dynamic and interactive approach to business reporting.

This workshop will help participants:

- Visualise business performance more effectively
- Monitor key metrics in real time
- Identify trends and performance issues quickly
- Improve reporting and decision-making
- Create engaging dashboards that communicate insights clearly
- Gain greater value from organisational data

Power BI dashboards enable organisations to move beyond static reporting by providing interactive, visual access to critical business information. By learning how to build and use dashboards effectively, participants can improve reporting efficiency, gain deeper insights, and make faster, more informed business decisions.

Learning Outcomes

After completing this workshop, participants will be able to:

- Understand the purpose and value of Power BI dashboards
 - Differentiate between reports, dashboards, and datasets
 - Select appropriate visualisations for business information
 - Create and organise dashboard components effectively
 - Explore data using filters and interactive features
 - Present key business metrics and trends clearly
 - Apply dashboard design best practices
 - Support better business decisions through visual reporting
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Target Audience

This workshop is ideal for:

- Managers and Team Leaders
 - Business Analysts
 - Finance Professionals
 - HR Professionals
 - Project Managers
 - Operations Teams
 - Sales and Marketing Professionals
 - Anyone responsible for reporting, analytics, or business performance monitoring
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Delivery Method

This instructor-led workshop blends demonstrations, practical examples, and hands-on activities using realistic business reporting scenarios. Participants will gain skills they can immediately apply when working with Power BI dashboards and organisational reporting.

Duration & Cost

1 Hour Instructor-Led Workshop

Cost: \$150+GST per person

Prerequisites

- Basic understanding of Excel and business reporting
 - Familiarity with common business metrics and datasets
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Workshop Content

Understanding Power BI Dashboards

Learn how Power BI brings data together into a single view that provides visibility into business performance and outcomes.

Business Outcome

Gain rapid access to critical information without manually consolidating reports.

Choosing Effective Visualisations

Understand the purpose of different chart and visual types and how they contribute to meaningful business reporting.

Topics include:

- KPI Cards
- Bar and Column Charts
- Line Charts
- Tables and Matrices
- Maps
- Trend Visualisations

Business Outcome

Present information in ways that are easier to understand and act upon.

Building Dashboard Views

Explore how dashboards are structured and how key metrics can be displayed to support operational and strategic decision-making.

Business Outcome

Deliver reporting that focuses attention on the measures that matter most.

Exploring Data Interactively

Learn how filters, slicers, and drill-through capabilities allow users to analyse information from multiple perspectives.

Business Outcome

Empower managers and teams to answer business questions without relying on manual report creation.

Dashboard Design Best Practices

Discover techniques for creating dashboards that are clear, engaging, and focused on business outcomes.

Business Outcome

Improve user adoption and ensure reporting delivers meaningful value.
