

# Generative AI: From Raw Data to Compelling Reports & Infographics

裝備未來 FutureSkills

Transform raw data into executive reports in just an hour!

Master free AI tools for **simple data analysis, stunning infographics, and professional reporting.**

Join to communicate impactful insights now!

Duration

3.5 Hours

Medium

Cantonese (supplemented with English terminology and handouts)

Course fee

Depends on number of participants, duration, venue and course content

## Course Objectives

- Apply Generative AI to automate the cleaning, analysis, and insight generation from raw datasets.
- Generate professional **data visualisations** and **executive infographics** using AI to communicate key findings clearly and persuasively.
- Construct AI-assisted presentation with a logical narrative and speaking notes to **streamline management reporting.**

## Enquiry / Enrolment

Please contact our consultant for programme arrangement:

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## Course Outline

### 1. Simple Data Analysis & Insight Extraction

- Use AI to clean data and identify business trends without manual calculations.
- Core Content:
  - Loading data into AI platforms for immediate review.
  - Using natural language to fix formatting errors and remove irrelevant information.
  - Directing the AI to summarise key findings and point out unusual data patterns.

### 2. Automated Visual Communication

- Generate accurate, professional charts and graphs that clearly communicate data findings.
- Core Content:
  - Requesting specific chart types (e.g., trend lines, comparisons) based on the data's story.
  - Using AI to refine visual elements like labels, scales, and colours for better readability.
  - Generating "Key Takeaway" captions for every visual generated.

### 3. Creating Executive Infographics

- Synthesise complex information into a one-page visual summary designed for quick decision-making.
- Core Content:
  - Prioritising Essential Metrics: Selecting what matters most to leadership.
  - Using AI design templates to organise data points logically on a single page.
  - Converting long-form findings into concise, punchy bullet points.

### 4. Efficient Presentation Assembly

- Convert data and visuals into a structured, professional slide deck using AI assistance.
- Core Content:
  - Building a logical narrative: Problem, Analysis, and Recommended Action.
  - Using AI to automatically distribute content across slides.
  - Generating professional speaking notes to support each slide's data.

### 5. Standardising Your AI Workflow

- Create a repeatable process to handle future reporting tasks in a fraction of the time.
- Core Content:
  - Saving successful "prompts" (instructions) for recurring monthly or quarterly reports.
  - Structuring a step-by-step checklist to ensure consistency in data handling.
  - Best practices for verifying AI-generated output for accuracy.