

Practical ways to Organize Data

AIM OF THE TRAINING

This training is designed for people who currently perform many tasks manually. You will learn a tool that can pull data from multiple sources, combine and clean it, automate calculations, and prepare a finished report. You will discover that you don't need to be a programmer to build automated, error-resistant processes that can transform your daily work.

TRAINING PROGRAM

1. How the magic of automation works
 - How Power Query turns manual tasks into a repeatable, automated process
 - Why this tool is a game-changer for anyone working with data
2. Combining data from multiple sources
 - Loading data from different files and databases
 - Automatic report refresh without manual intervention
3. Cleaning, transforming, and merging data
 - Replacing dozens of manual Excel steps with a single process
 - Ensuring the process runs automatically every time
4. Building your first end-to-end automations
 - Creating a complete workflow for report preparation
 - Reports generated from A to Z
 - Always up to date and ready to use

BENEFITS

- You will free up hours of your work thanks to automatic data retrieval and cleaning.
- You will eliminate errors resulting from copying, cutting, and manual processing.
- You will build processes that "run themselves," allowing you to focus on creative or analytical tasks.

LECTURER

Tomasz Budziński

A project manager with 15 years of experience in HR and recruitment, covering both strategic and operational roles. He focuses on making processes and tools simpler and more human through smart automation. His trainings are hands-on, real-time, and packed with practical tips participants can use right away.

TRAINING DETAILS

Duration: 2 sessions, 3 hours each

Time: 9:00 – 12:30

Date: 15,16 April 2026

Language: Polish/English

Place: live on-line, Zoom platform

Price: 850 PLN net + VAT

For registration until: 20 February 2026

/ 10% - individual discount

/ 15% - group discount – 2 people or more