# Google Sheets for Advanced Data Management and Analysis Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Research and Data Analysis | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

In today’s data-driven world, researchers are increasingly called upon to explore sensitive and high-impact social topics such as mental health, gender-based violence, minority rights, and human trafficking. Managing and analyzing this delicate data requires not just technical skills but also ethical awareness and precision. Google Sheets for Advanced Data Management and Analysis Training Course equips researchers, analysts, and data professionals with advanced Google Sheets techniques to handle sensitive datasets with accuracy, security, and integrity.

From managing anonymized entries to building powerful dashboards, participants will master how to automate, protect, and visualize sensitive data in Google Sheets. The training also addresses practical challenges such as data cleaning, conditional formatting for risk alerts, and ethical data storytelling—arming participants with actionable skills for responsible and impactful research.

## Programme Curriculum

**Google Sheets for Advanced Data Management and Analysis Training Course**

**Introduction**

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responsible and impactful research.

**Course Objectives**

1. Master advanced Google Sheets formulas for sensitive data analysis
2. Understand ethical guidelines for researching vulnerable populations
3. Automate repetitive data workflows using Google Sheets scripting tools
4. Design secure data entry and validation frameworks
5. Utilize pivot tables and query functions to analyze hidden patterns
6. Apply data anonymization and encryption practices
7. Develop interactive dashboards for confidential reporting
8. Implement conditional formatting to flag critical cases
9. Use version control and cloud collaboration safely
10. Clean and transform messy or inconsistent sensitive datasets
11. Integrate Google Sheets with third-party survey and data tools
12. Apply culturally sensitive visualization strategies
13. Conduct real-world analysis using anonymized case datasets

**Target Audiences**

1. Social Science Researchers
2. Health Data Analysts
3. NGO Monitoring & Evaluation Officers
4. Graduate Research Students
5. Gender-Based Violence Researchers
6. Journalists Investigating Sensitive Issues
7. Data Protection Officers
8. Development Project Managers

**Course Duration:** 5 days

**Course Modules**

**Module 1: Ethical Frameworks for Sensitive Data Research**

- Principles of confidentiality and consent
- Understanding IRB (Institutional Review Board) protocols
- Risk assessment and mitigation strategies
- Cultural sensitivity in data collection
- Data-sharing limitations in sensitive research
- **Case Study:** Ethics in reporting on survivors of domestic violence

**Module 2: Advanced Formulas for Sensitive Data Analytics**

- Nested IF statements for flagging risk levels
- Lookup functions for anonymized IDs
- Array formulas for dynamic dataset analysis
- Date-based tracking of sensitive incidents
- Data integrity validation checks
- **Case Study:** Tracking patterns of mental health support uptake

**Module 3: Secure Data Input & Validation Techniques**

- Designing secure Google Form-to-Sheet data capture
- Controlled drop-downs for sensitive categories

- Password-protected sheets and range protection
- Error alerts for sensitive misclassifications
- Locked formulas and hidden columns
- **Case Study:** Collecting LGBTQ+ survey responses securely

**Module 4: Data Cleaning & Transformation for Integrity**

- Removing duplicates and data gaps
- Splitting and merging sensitive text fields
- Trimming and formatting data inconsistencies
- Using QUERY to isolate critical information
- Automating with Data Cleanup add-ons
- **Case Study:** Cleaning GBV survivor response datasets

**Module 5: Visualizing Sensitive Data Responsibly**

- Ethical charting for privacy protection
- Designing culturally sensitive graphs
- Using sparklines and bar charts to show trends
- Color coding and conditional formatting with care
- Embedding charts in secure reporting docs
- **Case Study:** Visualizing trauma recovery progress data

**Module 6: Google Apps Script for Automation**

- Introduction to Apps Script interface
- Automating email alerts for flagged cases
- Writing scripts for data backups
- Time-triggered functions for case monitoring
- Integrating Apps Script with Sheets interface
- **Case Study:** Automated alert system for suicide risk indicators

**Module 7: Interactive Dashboards for Sensitive Insights**

- Building stakeholder dashboards with filters
- Embedding security permissions
- Using slicers for controlled access to data
- Creating live charts from protected ranges
- Integrating Google Data Studio (Looker)
- **Case Study:** Reporting refugee data to multi-level stakeholders

**Module 8: Integrating Google Sheets with External Data Tools**

- Connecting survey tools (e.g., KoboToolbox, ODK)
- Importing JSON/CSV files with sensitive data
- Using APIs to pull real-time incident data
- Google Sheets add-ons for secure integrations
- Consolidating external data with privacy filters
- **Case Study:** Merging humanitarian response data across platforms

**Training Methodology**

- Hands-on guided practice using anonymized real-world datasets
- Group simulations to model ethical data handling
- Screen-sharing and walkthroughs of advanced functions
- Interactive quizzes and conditional logic challenges

- Guided mini-projects for personalized learning
- Live case study reviews with feedback

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** *+254769199797*

***Certification***

*Upon successful completion of this training, participants will be issued with a globally- recognized certificate.*

***Tailor-Made Course***

*We also offer tailor-made courses based on your needs.*

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.

**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com