Power BI for M&E Dashboards Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In the era of data-driven decision-making, Power BI has emerged as a powerful tool for Monitoring and Evaluation (M&E) professionals to transform complex datasets into insightful dashboards and interactive visualizations. Power BI for M&E Dashboards Training Course equips participants with the skills to design, develop, and deploy dynamic M&E dashboards that enhance program tracking, performance monitoring, and evidence-based decision-making. Leveraging real-world M&E case studies, participants will learn to streamline data integration, automate reporting, and generate actionable insights for impact evaluation and program improvement.

This training provides a hands-on, practical approach to mastering Power BI for M&E, focusing on data modeling, visualization best practices, KPIs, and predictive analytics. Participants will gain expertise in connecting multiple data sources, building interactive dashboards, and creating visual storytelling that drives organizational learning and results-oriented management. By the end of the course, attendees will be able to translate complex data into clear, actionable intelligence, enabling more efficient program monitoring, reporting, and strategic decision-making in development, health, education, and social impact sectors.

Programme Curriculum

Power BI for M&E Dashboards Training Course

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Course Duration

10 days

Course Objectives

By the end of this course, participants will be able to:

1. Design interactive Power BI dashboards tailored for M&E programs.
2. Integrate multiple data sources including Excel, SQL, and cloud databases.
3. Apply data cleaning and transformation techniques for accurate analysis.
4. Build dynamic visuals to track KPIs and performance indicators.
5. Implement real-time reporting for effective decision-making.
6. Leverage DAX formulas to create calculated metrics for M&E insights.
7. Apply predictive analytics for forecasting program outcomes.
8. Utilize geospatial analytics to visualize regional trends.
9. Conduct data storytelling for actionable evaluation reports.
10. Automate report generation and distribution for stakeholders.
11. Apply best practices in dashboard design for user engagement.
12. Enhance data-driven culture in organizations through interactive dashboards.
13. Evaluate and improve program performance using evidence-based insights.

Target Audience

1. Monitoring and Evaluation (M&E) officers
2. Program Managers and Coordinators
3. Data Analysts and Data Officers
4. Policy Analysts
5. Development and Social Impact Professionals
6. Health and Education Program Staff
7. Project Directors and Decision Makers
8. Anyone interested in **data visualization for program evaluation**

Course Modules

Module 1: Introduction to Power BI for M&E

- Overview of Power BI and its applications in M&E
- Understanding data visualization in monitoring and evaluation
- Key features for interactive dashboards
- Case study: Dashboard for tracking NGO project progress

- Connecting Power BI to Excel datasets

Module 2: Data Sources and Integration

- Connecting Power BI to multiple data sources
- Importing, transforming, and merging datasets
- Using Power Query for data preparation
- Case study: Consolidating multi-source health program data
- Integrating Excel, CSV, and SQL data

Module 3: Data Cleaning and Transformation

- Handling missing data and duplicates
- Data type conversions and formatting
- Creating calculated columns for M&E metrics
- Case study: Cleaning survey data for education programs
- Transforming raw program data for dashboard use

Module 4: Data Modeling in Power BI

- Introduction to relational data models
- Creating relationships between tables
- Hierarchies and data aggregation
- Case study: Modeling household survey data
- Building a relational data model for program evaluation

Module 5: Introduction to DAX (Data Analysis Expressions)

- Basics of DAX for calculations
- Creating calculated columns and measures
- Time intelligence functions for trend analysis
- Case study: Calculating KPI performance over time
- Building dynamic measures for M&E indicators

Module 6: Visualizations and Charts

- Choosing the right visual for your data
- Custom visuals and Power BI marketplace
- Interactive visuals: slicers and filters
- Case study: Visualizing nutrition program indicators
- Building charts for performance dashboards

Module 7: KPIs and Performance Metrics

- Designing Key Performance Indicators (KPIs)
- Tracking program progress and targets
- Conditional formatting for impact visibility
- Case study: KPIs for maternal health program
- Creating interactive KPI visuals

Module 8: Dashboard Design Best Practices

- Principles of effective dashboard design

- User experience and dashboard layout
- Color coding, themes, and storytelling
- Case study: NGO M&E dashboard redesign
- Designing a program performance dashboard

Module 9: Advanced Analytics and Forecasting

- Predictive analytics in Power BI
- Trend lines, forecasting, and scenario analysis
- Incorporating statistical models
- Case study: Forecasting school enrollment trends
- Adding predictive insights to dashboards

Module 10: Geospatial Analytics

- Mapping and geospatial visualizations
- Using Power BI maps and ArcGIS integration
- Regional trend analysis for program planning
- Case study: Mapping water access in rural communities
- Building a geographic M&E dashboard

Module 11: Report Automation and Publishing

- Sharing dashboards with stakeholders
- Power BI service and cloud publishing
- Scheduling data refresh and alerts
- Case study: Automating donor reporting dashboards
- Publishing an interactive report

Module 12: Data Storytelling and Insights Communication

- Turning data into actionable insights
- Storytelling techniques for M&E
- Using visuals to influence decision-making
- Case study: Presenting evaluation results to boards
- Creating a data story from dashboard visuals

Module 13: Real-time Monitoring and Alerts

- Setting up real-time dashboards
- Monitoring program implementation live
- Configuring alerts for KPIs
- Case study: Real-time monitoring of vaccination campaigns
- Implementing alerts for program targets

Module 14: Advanced Dashboard Techniques

- Using bookmarks and drill-through features
- Creating interactive navigation in dashboards
- Incorporating AI visuals and Q&A
- Case study: Multi-layered dashboard for donor reporting
- Designing an advanced interactive dashboard

Module 15: Evaluation and Impact Assessment Dashboards

- Linking dashboards to evaluation frameworks
- Measuring outcomes and program impact
- Continuous improvement using dashboard insights
- Case study: Tracking impact of education interventions
- Building a final M&E evaluation dashboard

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

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	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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