



# Skillivate

An initiative by Republic Policy Think Tank

## What is Skillivate? Skills+ Elevate

Skillivate's mission is to equip students, professionals, educators, administrators, and all personnel with the essential skills needed to excel in today's dynamic job market.

**ADVANCED AI SKILLS FOR ADMINISTRATORS**

# ADVANCED AI SKILLS FOR ADMINISTRATORS

In an era where skills reign supreme, AI tools prowess stands as a vital cornerstone of competence. Our AI Skills for Administrators course is meticulously designed to equip administrators with indispensable abilities that transcend mere academic achievement. This course illuminates the pathway to mastering data literacy, data governance, and drafting with AI, ensuring participants can confidently manage complex projects and articulate their insights with precision.

In today's dynamic world, the ability to handle data and articulate thoughts with clarity holds unparalleled significance. Our course imparts the foundational principles of effective communication and data management, cultivating the skills to synthesize information efficiently. By nurturing these skills, we aim to empower administrators to engage meaningfully with contemporary challenges, making them adept at conveying ideas persuasively and managing data responsibly.

Proficiency in data literacy, data governance, and AI-driven drafting is a beacon of intellectual prowess and communicative finesse. Through this transformative educational journey, administrators are poised to embrace opportunities, navigate complexities, and articulate their insights with scholarly refinement. **This course is especially for Administrators working in the Public sector to help understand the basics and core of Data Management.**

# COURSE OBJECTIVE

The objective of this course is to empower administrators working in the public and private sectors with the skills to understand and implement data governance, enhance data literacy, and improve communication. The person will get the basic understanding of Data and then with further lectures of how to communicate data to stake holders, we aim to give you a profound understanding of pivotal domains such as data management, use of Artificial Intelligence to the best of your work, and effective communication strategies. Armed with this comprehensive knowledge, our participants will be equipped to navigate complex data landscapes and articulate their insights with precision and clarity.

# WHO SHOULD ATTEND?

- People working in Administrative Positions who want to use the Data to enhance their organizations with the usage of Data.
- People Working in the Public Sector as this course will teach you how to use AI tools to enhance your work and help you in drafting.
- For the people who want to become cognizant with Data usage and how it is used for communication and analytics.
- Individuals working as researchers, Article writers , and people working in Social sciences can also benefit from this opportunity and learn about Data Analytics from scratch.

A distinguished team of researchers, industry experts, and specialists working in the field and heading organizations both public and private will be teaching this course. We will have guest lectures where we will call people from different backgrounds and help us learn more about the growing market and usage of data. They will bring extensive knowledge and experience and shall be further assisted by the **Republic Policy Think Tank**.

## COURSE DETAILS

**DURATION**  
**45 DAYS**

**MEDIUM**  
**ONLINE**

**FEE**  
**40,000<sub>Pkr</sub>**

# LEARNING OUTCOMES

- Understand the basics of Data. How data is communicated to the Stakeholders
- How data is governed and made useful inside the organizations to enhance its efficiency and proficiency.
- Learn about the New AI tools in the market which can help you in drafting and to do your work more efficiently.
- To learn the basics about Data Analytics and how the BI tools work, how can these BI tools help you as an administrator.
- You can get a grip of data Literacy, Governance, Analytics and cite that in your research papers solving things of data with a go ahead from this course.

# MODULES

## **MODULE 1**

Data  
Literacy

## **MODULE 2**

Data  
Communication

## **MODULE 3**

Data  
Governance

## **MODULE 4**

Drafting  
With AI

## **MODULE 5**

Data-Analytics

# MODULE 1

## Data Literacy

- Introduction to Data Literacy and Data
- Definition and Characteristics of Data
- Types of Data: Structured, Unstructured, Semi-Structured
- Examples of Data in Various Contexts (e.g., Administration, public policy, Healthcare)
- Data Collection and Sources
- Methods of Data Collection: Observations, International Data Collection Techniques, Surveys, Interviews
- Primary and Secondary Data Sources
- Understanding Bias and Reliability in Data Collection, Bias and Reliability



# MODULE 2

## Data Communication

- Data Ethics and Privacy
- Understanding Data Privacy and Security
- Ethical Considerations in Data Collection, Analysis, and Sharing
- Real-world Applications of Data Literacy
- Case Studies: Examples of Data Literacy in Different Industries (e.g., Marketing, Healthcare, Education)
- Introduction to Data Communication
- Importance of effective data communication in decision-making.

# MODULE 2

## Understanding Data Interpretation

- Explaining the significance of findings to stakeholders.
- Storytelling with Data
- Emphasizing the importance of narrative structure in data communication.
- Structuring presentations or reports in a narrative format.
- Data Narrative Techniques
- Crafting compelling data narratives using anecdotes, case studies, and real-world examples.

## Data Governance

- What is Data Governance and its Implications
- Governance Framework design
- Governance Roles
- Implementing your data Governance policy

# MODULE 4

## Drafting With AI

- Using AI Tools to make work efficient and easier
- Understanding the right commands to get the best output from generative AI tools
- Drafting with the Help of AI techniques
- Guidance about the Modern AI Tools.

# MODULE 5

## Data-Analytics

- Learning Data Analytics Tools(Excel,Pivot Tables)
- Introduction to Data Visualization
- Principles of Effective Data Visualization
- Types of Charts and Graphs: Bar Charts, Line Graphs, Pie Charts, Scatterplots
- Choosing the Right Visualization for Different Types of Data
- Data Analytics with Power BI (benefits of using Dashboards in your system)
- Dashboards for Administration usage
- Data Representation Techniques

## Introduction to Data Analysis

- Overview of Data Analysis Process
- Descriptive vs. Inferential Statistics
- The Process of Analysis with different Tools

## CONTACT FOR ADMISSION

*Admission Open from 1st of August, 2024*

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*skillivate.republicpolicy.com & choose your course  
for capacity building and job market.*

*For Query Contact*

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