



INVITATION TO A FIVE (5 DAY) ADVANCED EXCEL, POWER BI AND ESG/SUSTAINABILITY REPORTING SEMINAR WITH CPD HOURS TO BE HELD FROM 24 TO 28TH NOVEMBER 2025 AT MORENA HOTEL – MOROGORO

Course introduction

The Seminar is meant for professionals in the Public sector, NGOs and Private sector including Chief Executive Officers, Director General, Chief Finance Officer, Chief Accountants, Heads of Finance Departments, Accountants, Assistant Accountants, Tax Officers, Internal Auditors, Chief/Principal Internal Auditors, Senior Internal Auditors, Internal Audit Managers, Finance Managers, Directors of Finance & Administration, IT Officers, Human Resource Officer, External Auditors and other interested parties. **Participant will be awarded training certificates and CPD hours.**

Course Objectives

- Master Microsoft Office Excel from beginner to advanced level
- Understand and apply key Microsoft Excel tools and functionalities useful in daily tasks
- Build a solid understanding of the most advanced Microsoft Excel formulas used in Excel
- Understand Power BI fundamentals for basic business reporting by learning how to import and clean data, build simple data models, create interactive visualizations, and generate dashboards for financial and operational analysis.
- Understand Sustainability reporting, global ESG and sustainability standards and frameworks (GRI, SASB, ISSB/IFRS S1 & S2) and their relevance for all.

Learning and Teaching Methods

The course will be practical and interactive, delivered face-to-face, using a combination of lectures, practical data sets, and practical exercises. Each participant is strongly encouraged to come with a laptop to actively follow along during the sessions.

Topics to be covered

1. Advanced Excel

- Understand and customize the Excel User Interface
- Efficiently navigating and manipulating worksheets & workbooks
- Key/Common excel shortcuts
- Application of Conditional Formatting
- Data protection and encryptions
- Data validation techniques
- Data analysis and summarization with pivot tables
- Advanced Excel functions for Accounting, Auditing and other daily tasks
 - Lookup & Reference functions
 - Logical functions
 - Date functions



- Text Functions
- Mathematical functions
- Financial Functions
- Power Query basics
- Automation of repetitive tasks (Macros)

2. Power BI

- Power BI Fundamentals
 - Understanding BI concepts
 - Importing data from Excel/CSV/databases
 - Data transformation with Power Query
- Visualization & Reporting
 - Designing effective dashboards (for finance & risk reporting)

3. Sustainability Reporting

- Overview of Sustainability/ESG reporting
- Understand global ESG and sustainability standards frameworks (GRI, SASB, ISSB/IFRS S1 & S2)
- local laws, regulations & standards on sustainability reporting in Tanzania
- Case studies and implementation guidance

Fees and payment:

TZS 750,000 per person (VAT inclusive)-including lunch. Payments should be through bank deposit to Account no: 0150303162800, CRDB Bank, Account Name: Auditax International or by cheque payable to Auditax International and delivered to our offices: Dar es Salaam: Auditax House, 3rd Floor, Coca-Cola Road, Mikocheni. Confirmation: Kindly confirm attendance by calling +255 719 878490 / +255 752 559964 or Email: info@auditaxinternational.co.tz:

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Dr. Straton Makundi

Training Partner