

aractech

Global Learning for Operational Leaders



LEADERSHIP AND MANAGEMENT | LM-029

KPI Measurement & Reporting

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Course content

Why Attend

Key Performance Indicators (KPIs) are essential tools for measuring progress, improving accountability, and supporting better business decisions. However, many organizations struggle with selecting the right KPIs, collecting accurate data, and presenting results in a meaningful way. This course provides participants with practical tools to design effective KPIs, build reporting systems, analyse performance trends, and communicate results clearly to management and stakeholders.

Course Methodology

• This course uses an interactive and practical approach through presentations, case studies, dashboard workshops, group discussions, reporting exercises, data analysis activities, and real workplace examples.

Course Objectives

- Understand the purpose and value of KPIs
- Design SMART and relevant performance indicators
- Build effective KPI measurement frameworks
- Improve data collection and reporting accuracy
- Analyse trends and interpret performance results
- Create dashboards and executive reports

Target Audience

- Managers and Supervisors
- Team Leaders
- Business Analysts
- Performance Management Staff

Course outline

Detailed course outline

Day-by-day outline for KPI Measurement & Reporting.

Day 1 - Foundations of KPI Measurement

- Definition and purpose of KPIs
- Difference between KPIs, metrics, and measures
- Characteristics of effective and SMART KPIs
- Aligning KPIs with strategy and objectives
- Common mistakes in KPI selection
- Building a KPI measurement framework

Day 2 - Designing KPI Systems and Data Collection

- Identifying critical success factors
- Selecting leading and lagging indicators
- Defining formulas, targets, and ownership
- Data sources and collection methods
- Improving data quality and consistency
- Governance for KPI management

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Day 3 - KPI Analysis and Performance Reporting

- Reading KPI trends and performance signals
- Variance analysis against targets
- Root cause analysis for underperformance
- Benchmarking internal and external results
- Writing clear performance commentary
- Turning data into management insights

Day 4 - Dashboards and Executive Communication

- Principles of effective dashboard design
- Visual presentation of KPI data
- Choosing charts and reporting formats
- Executive summaries and management reporting
- Presenting results to senior leadership
- Storytelling with performance data

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Day 5 - KPI Improvement and Strategic Decisions

- Using KPIs for continuous improvement
- Linking KPIs to accountability and incentives
- Reviewing and refreshing outdated indicators
- KPI use in strategic planning and forecasting
- Digital tools and automation in KPI reporting
- Final case study: Design a KPI reporting framework

Seminar dates

Available seminar dates

Live dates and pricing for KPI Measurement & Reporting generated from the course details page.

Date	Location	Format	Fee
1 - 5 June 2026	Amsterdam	Classroom	€2,940
8 - 12 June 2026	London	Classroom	€2,975
15 - 19 June 2026	Istanbul	Classroom	€2,695
6 - 10 July 2026	Kuala lumpur	Classroom	€1,575
20 - 24 July 2026	Amsterdam	Classroom	€2,940
3 - 7 August 2026	London	Classroom	€2,975
10 - 14 August 2026	Kuala lumpur	Classroom	€1,575
Live online option		Online delivery is available at €1,250.	