CAYS
Academy

POWER BI

We also offer in-house training sessions. Please let us know if your team requires this service.

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HRD CORP
TRAINING PROVIDER

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ABOUT US

At CAYS Group, our dedicated team of professionals in Malaysia is on a mission to empower your company. Underpinned by our values of individual growth and learning, we offer top-quality training programs and ISO consultancy services to enhance your operations, achieve business excellence, and maintain competitiveness.

As an HRDC registered training provider, our experienced consultants and trainers have helped numerous individuals and companies obtain various management system certifications. We understand the challenges of quality issues and the pressure of meeting customer demands while complying with regulations. Our goal is to assist companies like yours in overcoming these challenges, fostering growth and success.

OUR EXPERTISE

QUALITY MANAGEMENT

FOOD SAFETY MANAGEMENT
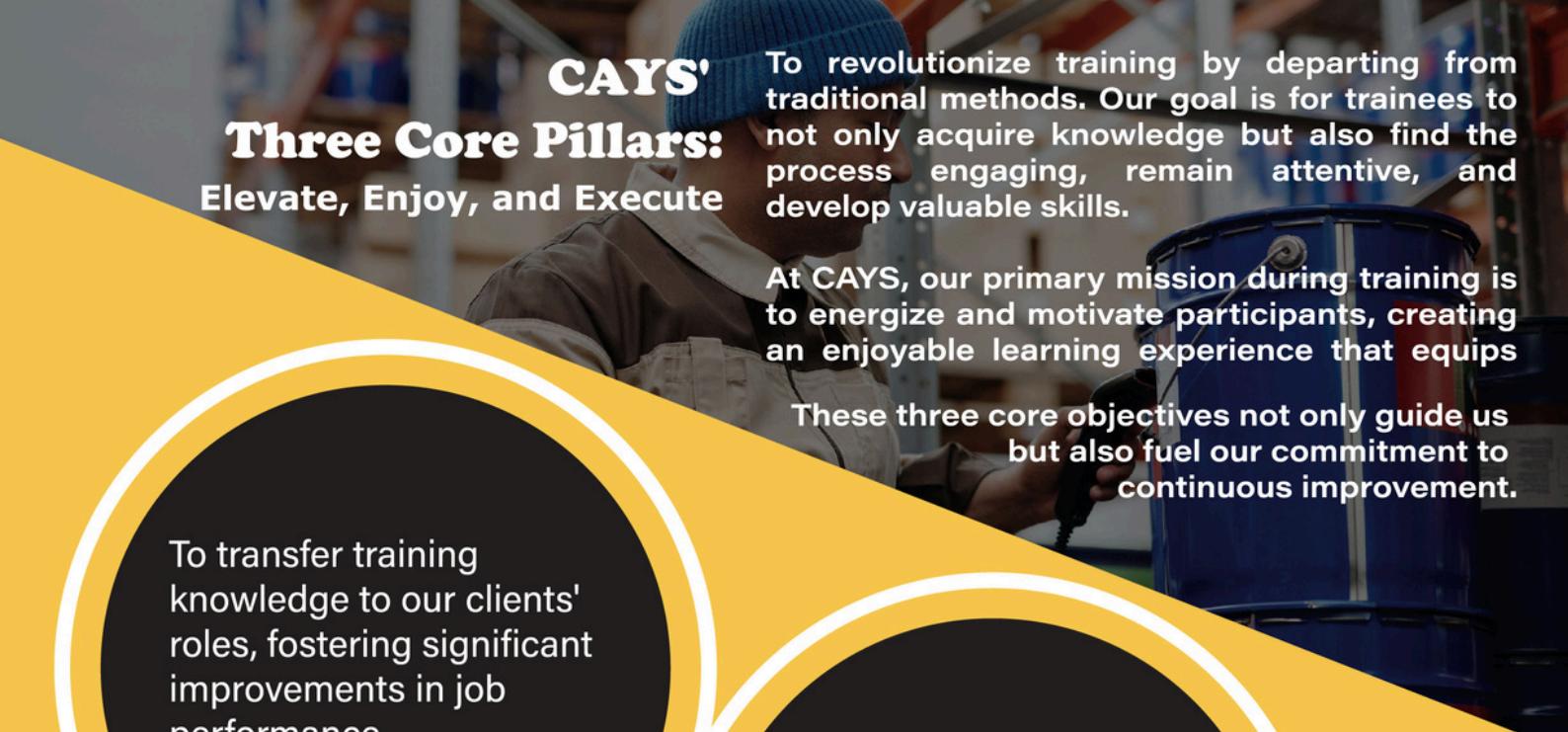
OCCUPATIONAL HEALTH & SAFETY

HUMAN RESOURCE & SOFT SKILLS

MANUFACTURING & WAREHOUSE OPERATION

ENVIRONMENTAL

CAYS'
Three Core Pillars:
Elevate, Enjoy, and Execute

To revolutionize training by departing from traditional methods. Our goal is for trainees to not only acquire knowledge but also find the process engaging, remain attentive, and develop valuable skills.

At CAYS, our primary mission during training is to energize and motivate participants, creating an enjoyable learning experience that equips

These three core objectives not only guide us but also fuel our commitment to continuous improvement.

To transfer training knowledge to our clients' roles, fostering significant improvements in job performance.

VISION

To develop a system that simplifies our team's training and consulting processes, ultimately enabling our clients to fulfill their business dreams with greater ease.

MISSION

DREAM

To assist over 1,000 industrial companies in achieving engaging and enjoyable training & elevating their management systems.

Core Values Of CAYS' Team

At CAYS Group, we maintain the highest standards for our team of professionals.

Our experienced members undergo rigorous annual interviews and evaluations to ensure that they consistently deliver maximum value

From Motivation to Application:
The CAYS Training Journey

CAYS Academy

1

UNDERSTAND YOUR NEED
Before creating our proposal, our team will discuss with the client to understand their expectations, weaknesses, goals, and training preferences.

2

PROGRAM CUSTOMIZATION
We will design the training program outline based on your specific requirements to ensure its effectiveness and value for the trainees.

3

GRANT APPLICATION ASSISTANCE
If you want to grow with CAYS and arrange the training through grant applications, we offer full support, even with our e-Tris support team, guiding you every step of the way from A to Z.

4

TRAINING DELIVERY
During the training, our primary focus is delivering value to you through a blend of motivation, enjoyment, and practical application demonstrations, all tailored to relate directly to your work.

5

ACTION-LIST TRAINING
Upon completing the training, we offer an optional 2-3 hour session exclusively for key personnel. This session helps them apply their knowledge with step-by-step instructions for improved job performance.

6

POST-TRAINING SUPPORT
Following the training, we establish a dedicated post-training support group with technical support personnel to address any queries you may have, ensuring you receive continuous support.

First training provider in malaysia

Customized training offers a personalized experience

TRAINERS

Expert trainers in food safety, occupational safety, environment, manufacturing, warehousing, and soft skills—covered

ON SITE TRAINING

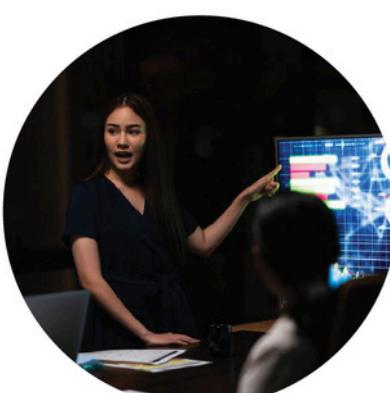On-site training available. Advance discussion required to ensure site suitability

ACTIVITIES

- Role Play
- Case Studies
- Game
- Group Discussion
- Workshop

CONTENT

Do you have specific weaknesses or topics you'd like us to focus on?
Let us know for an effective outline design for your needs.

HYBIRD TRAINING APPROACH

70% Theory 30% Workshop
60% Theory 40% Workshop
50% Theory 50% Workshop
100% Workshop

PRESENTATION SLIDE

Tell us your preferred slides style. Personalize colors, fonts, and more.

COURSE OUTLINE

Course Name	**POWER BI**
Objective	• Ingest, clean, and transform data. • Model data for performance and scalability. • Design and create reports for data analysis. • Manage and share report assets Pre-Requisites: • Subscription to Microsoft 365 Enterprise E5 / Microsoft Power BI Pro / Microsoft Power BI Premium • In addition to their professional experience, students who take this training should have technical knowledge equivalent to the following courses Azure Fundamentals • Participants understands the basics of using a Windows-based computer • Participants should be comfortable using the keyboard, mouse and Start menu • PC or Mac with a full version of Microsoft Excel 2007 or higher or Microsoft 365
Course Outline	**DAY 1 & DAY 2** **Module 1: Prepare Data in Power BI** This module explores identifying and retrieving data from various data sources. You will also learn the options for connectivity and data storage and understand the difference and performance implications of connecting directly to data vs. importing it. Lesson 1.1: Get Data from Various Data Sources • Introduction to getting data • Get data from flat files • Get data from relational data sources • Get data from NoSQL (Theory) Lesson 1.2: Optimize Performance • Select a storage mode • Fix performance issues • Optimize performance in Power Query • Query folding (Concept) Lesson 1.3: Resolve Data Errors • Identify and resolve data import errors

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Course Name	**POWER BI**
Course Outline	**Module 2: Clean, Transform, and Load Data in Power BI** This module teaches you the process of profiling and understanding the condition of the data. They will learn how to identify anomalies, look at the size and shape of their data, and perform the proper data cleaning and transforming steps to prepare the data for loading into the model. Lesson 2.1: Data Shaping • Introduction • Identify column header and names • Shaping Table Structure • Pivot and Unpivot Lesson 2.2: Enhance the Data Structure • Apply user-friendly value replacements • Evaluate and change column data types • Combine multiple tables into a single table • Use Advanced Editor to modify M code **Module 3: Design a Data Model in Power BI** This module teaches the fundamental concepts of designing and developing a data model for proper performance and scalability. This module will also help you understand and tackle many of the common data modelling issues, including relationships, security, and performance. Lesson 3.1: Introduction to Data Modelling Introduction to data modelling Joins and relationships Star schemas Lesson 3.2: Working with Tables Define and configure table and column properties Create a dates table Relationships and cardinality Modelling Challenges Combine queries Lesson 3.3: Dimensions and Hierarchies Introduction to Dimensions and Hierarchies Creating new Hierarchies

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COURSE OUTLINE

Course Name	**POWER BI**
Course Outline	**Module 4: Create Model Calculations using DAX in Power BI** This module introduces you to the world of DAX and its true power for enhancing a model. You will learn about aggregations and the concepts of Measures, calculated columns and tables, and Time Intelligence functions to solve calculation and data analysis problems. Lesson 4.1: Introduction to DAX What is DAX Measures Calculated columns Columns vs measures Lesson 4.2: Real Time Dashboards Understanding Context The CALCULATE function Lesson 4.3: Advanced DAX Using relationships effectively Semi-additive Measures Time-Intelligence **Module 5: Optimize Model Performance** In this module you are introduced to steps, processes, concepts, and data modelling best practices necessary to optimize a data model for enterprise-level performance. Lesson 5.1: Optimize the Model for Performance Introduction to performance optimization Performance Analyzer Review performance results Analyse query plans Reduce Cardinality

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Course Name	**POWER BI**
Course Outline	**Module 6: Create Reports** This module introduces you to the fundamental concepts and principles of designing and building a report, including selecting the correct visuals, designing a page layout, and applying basic but critical functionality. The important topic of designing for accessibility is also covered. Lesson 6.1: Design a Report Introduction Design a report layout Choosing effective visualizations Adding visualizations to reports • Import a custom visual • Format and configure visualizations • Basic Interactions • Configure conditional formatting • Design report navigation Lesson 6.2: Enhance the Report • Introduction • Apply slicing, filtering, and sorting • Commenting on reports • Advanced interactions and drill throughs • Add buttons, bookmark, and selections • Key Performance Indicators • Publish and export reports **Module 7: Create Dashboards** In this module you will learn how to tell a compelling story through the use of dashboards and the different navigation tools available to provide navigation. You will be introduced to features and functionality and how to enhance dashboards for usability and insights. Lesson 7.1: Create a Dashboard • Introduction to Dashboards • Add a dashboard theme • Set mobile view

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COURSE OUTLINE

Course Name	**POWER BI**
Course Outline	Lesson 7.2: Real-Time Dashboards • Create a real-time dashboard • Configure data alerts • Pin a live report page to a dashboard Lesson 7.3: Enhance a Dashboard • Explore data by asking questions (The Q&A feature) • Quick Insights **Module 8: Perform Advanced Analytics** This module helps you apply additional features to enhance the report for analytical insights in the data, equipping you with the steps to use the report for actual data analysis. You will also perform advanced analytics using AI visuals on the report for even deeper and meaningful data insights. Lesson 8.1: Advanced Analytics • Introduction to Advanced Analytics • Identify outliers • Using the Analyse feature • Advanced analytics custom visuals • Groupings and Binnings • Clustering Techniques Lesson 8.2: Data Insights Through AI Visuals • Introduction • The Q&A Visual • AI Insights **Module 9: Create and Manage Workspaces** This module will introduce you to Workspaces, including how to create and manage them. You will also learn how to share content, including reports and dashboards, and then learn how to distribute an App. Lesson 9.1: Creating Workspaces • Introduction to Workspaces • Create a Workspace • Assign workspace roles

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COURSE OUTLINE

Aspect	Before Training	After Tranining
Data Preparation	**Limited knowledge of retrieving and preparing data from various sources.**	**Ability to confidently connect to and prepare data from flat files, relational databases, and NoSQL sources.**
Data Transformation	**Basic data cleaning skills, limited understanding of data shaping.**	**Proficient in advanced data shaping, transforming tables, and using Power Query effectively.**
Data Modeling	**General understanding of data relationships, with limited modeling experience.**	**In-depth knowledge of data modeling, creating relationships, and handling complex data models.**
DAX Calculations	**Limited understanding of DAX and its functions.**	**Proficient in writing DAX formulas, creating measures, calculated columns, and using Time-Intelligence functions.**
Report and Dashboard Design	**Basic skills in report design, with limited dashboard creation experience.**	**Advanced skills in designing interactive reports, creating compelling dashboards, and implementing real-time data features.**

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