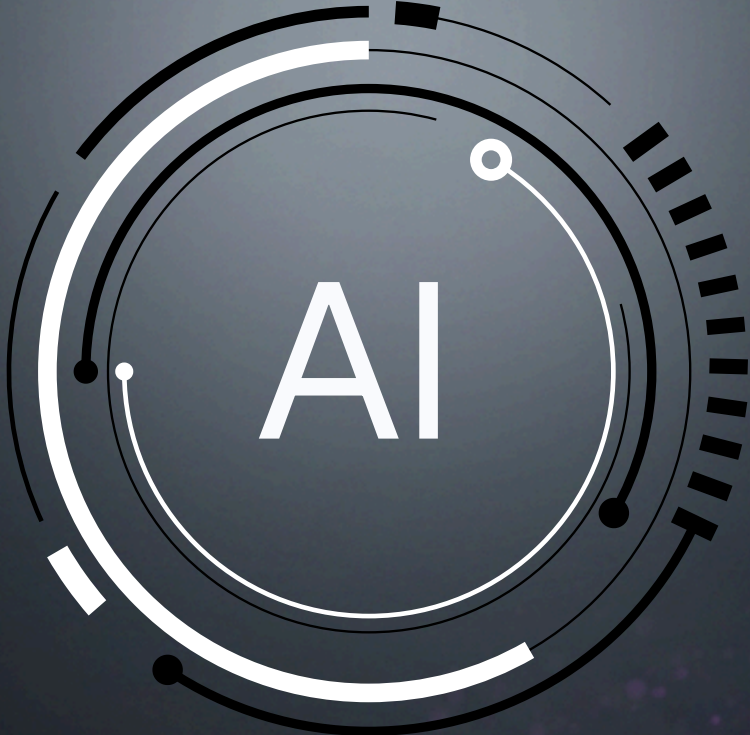




FINEX SKILLS HUB

PRACTICAL

TR  NING

Finex **AI** + Data School

AI Powered Data Analytics with Excel
& Power BI Training

Q3 2026 COHORT



Claude



Gemini



ChatGPT

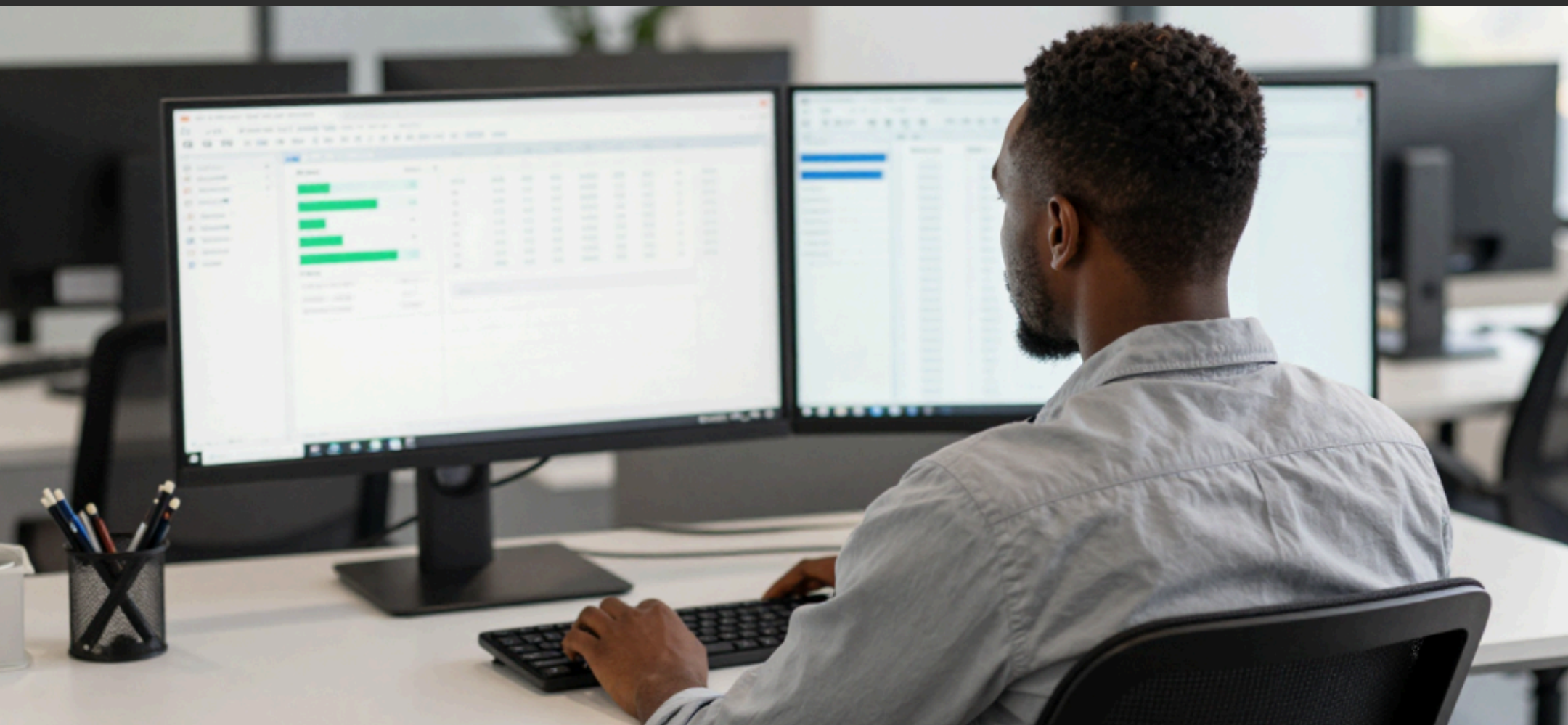
FUTURE PROOF YOUR CAREER, MASTER THE SKILLS OF TOMORROW

→ Welcome To Finex Skills Hub

Since 2016, Finex Skills Hub has been at the forefront of providing practical and relevant training to empower professionals with the skills that matter most in today's fast-evolving corporate world. From Data Analytics to Financial Modeling and now integrating the latest advancements in Generative and Agentic AI, our training programs have helped countless individuals advance their careers.

The demand for data analytics and Financial Modeling skills continues to soar, especially as modern businesses look for professionals who can seamlessly integrate AI tools with essential platforms like Excel and Power BI. By combining these skill areas with AI tools such as Claude, our latest training offerings equip participants with cutting-edge knowledge that gives them a competitive edge.

Finex Skills Hub remains committed to bridging the skills gap by offering hands-on, AI-enhanced training that prepares students and professionals to thrive in an era where automation and AI are transforming the way we work.





WHAT'S NEW THIS SEASON ?

- ✓ **AI Skills for Work:** Move beyond AI Chatbots and learn how to automate tasks using Skills and Projects in Claude, Gemini and ChatGPT
- ✓ **Master data analytics using Microsoft Excel and Power BI.** This session covers data cleaning, transformation, data modeling and visualisation, equipping participants to build dynamic dashboards and communicate insights clearly.
- ✓ **Post learning resources:** Get access to our dedicated course portal to access more practice data, videos and case studies

Starting: 26 September 2026
Online or In-person options



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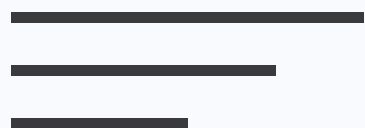
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Why Join Us



OUR COMMUNITY



Excel Our Girls

Sponsored Training for
Girls in Data Analytics,
Python and Low Code
App Development

The Finex Project

Student Training in Data
Analytics at Tertiary
institutions

Finex School

Hands-on training for
students and workers in
Industry

What you will be learning this Season

3 practical modules. Real-world skills. Measurable results.



1

AI SKILLS FOR WORK



Benefit:

Master the AI toolkit powering modern work, from core concepts to the tools you'll use every day.



Learning point:

Understand LLMs, RAG, Agents and MCPs, sharpen your prompts, set up Skills and Projects, and put Claude and ChatGPT to work across Excel, Power BI, PowerPoint and code.

2

DATA ANALYTICS WITH EXCEL



Benefit:

Stop wrestling with formulas, learn how to build interactive dashboards that deliver boardroom insights in minutes.



Learning point:

Get, transform and prepare data, build DAX calculations, PivotTables and interactive dashboards.



3

DATA ANALYTICS WITH POWER BI



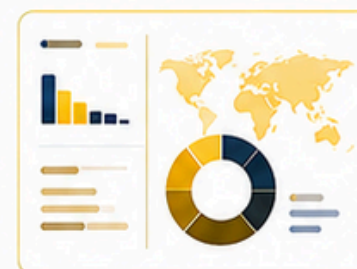
Benefit:

Go from raw data to boardroom-ready dashboards without the guesswork.



Learning point:

Model data, build DAX calculations, generate reports and publish them straight into PowerPoint or publish to the web.



Flexible learning schedules for all or a combination.

Details for each module below.



Practical Skills

Apply immediately at work



Real Results

Build dashboards and reports that matter



Flexible Learning

Learn at your pace, on your time



AI Skills for Work

1. AI 101: UNDERSTANDING THE DIFFERENCES BETWEEN LLMS, RAG, AGENTS AND MCPS

1

- Learn what each term means in plain language, no jargon.
- See a simple example of when to use each one.
- Walk away able to talk about AI tools with confidence.

2. PROMPT ENGINEERING 2.0

2

- Learn simple techniques to get better answers from AI.
- Practice fixing a weak prompt step by step.
- Leave with ready-to-use prompts for everyday tasks.

3. SKILLS AND PROJECTS IN CLAUDE, CHATGPT AND GEMINI

3

- Learn how to set up each tool to remember your work style.
- Add your own files so answers are based on your information.
- See how Claude, ChatGPT and Gemini differ, side by side.

4. CLAUDE AND CHATGPT IN EXCEL, POWER BI AND POWERPOINT

4

- Ask AI to write Excel formulas and fix errors for you.
- Build simple Power BI charts just by describing them.
- Turn your data into a PowerPoint deck in minutes.

5. CLAUDE CODE VS CODEX IN CHATGPT.

5

- Understand the basic difference between the two tools.
- Learn which one suits your kind of task.
- Try both on one simple example to see the difference yourself.

What are Skills and Projects in Claude and ChatGPT?



WHAT IS A SKILL?



ANSWER

A saved set of instructions you give Claude or ChatGPT once, so it repeats a task your way every time, without you re-explaining it.

WHAT IS A PROJECT?



ANSWER

A dedicated workspace where you store files, context, and instructions for one ongoing piece of work, so every chat inside it already knows the background.



Data Analytics with Excel

EXCEL ESSENTIALS AND STRUCTURED DATA

1

- Introduction to Data Analytics in Excel
- Understanding Excel Tables and Structured Referencing
- Managing and Analyzing Data with PivotTables

CLEANING DATA WITH POWER QUERY AND AI

2

- Introduction to Power Query
- Importing and Transforming Data
- Automating Data Preparation Steps
- Use Claude to Transform Data in Excel

DATA MODELING WITH POWER PIVOT AND AI

3

- Introduction to Power Pivot
- DAX Formulas and Calculated Measures
- Creating and Formatting AI-Assisted DAX Formulas

DASHBOARD AND VISUALISATION WITH AI

4

- Dashboard Design Principles
- Creating Dynamic Dashboards using PivotTables, Charts, and Slicers

PRACTICE WITH CASE STUDIES

5

- Capstone Projects with practical case studies

Data Analytics With Power BI



GET OR IMPORT DATA

1

Transitioning from Microsoft Excel to Power BI
Understanding the differences and similarities: Power Query, Data Model, DAX, and Visualization

TRANSFORM AND
MODEL DATA

2

Master common techniques to transform data
in Power Query & connect Tables with the Data Model

CALCULATIONS WITH
DAX

3

Understand DAX syntax with practical examples

VISUALIZING DATA

4

Communicate insights from data with Power BI reports

COLLABORATE ONLINE

5

Publish your Report online and collaborate with other users + Connect Claude to Power BI



THE THREE MODULES IN SUMMARY

WORK SMART AND GET INSIGHTS FOR WORK

DATA ANALYTICS WITH EXCEL



- Get, Transform & prepare data
- Create DAX Calculations
- Summarize with PivotTables
- Create interactive Dashboards
- Use Claude in Excel to fast-track the process

DATA ANALYTICS WITH POWER BI



- Get, Transform & prepare data
- Model Data & create DAX calculations
- Get insights with Reports
- Publish and embed reports in PowerPoint for collaboration
- Connect Claude to Power BI

AI SKILLS FOR WORK



- Understand LLMs, RAG, Agents & MCPs
 - Master prompt engineering techniques
 - Use Skills & Projects
 - Use Claude & ChatGPT in Excel, Power BI & PowerPoint
 - Claude Code vs Codex in ChatGPT
-

Subscription Plan

DATA ANALYTICS
WITH EXCEL:

SATURDAYS

GHS 2,000

DATA ANALYTICS
WITH POWER BI

SATURDAYS

GHS 2,000

AI SKILLS FOR
WORK

SATURDAYS

GHS 2,000

COMBO

SAVE GHS 1,000 AND PAY GHS 5,000 FOR ALL THREE MODULES

DOUBLE

SAVE GHS 500 IF YOU SIGN UP FOR TWO MODULES

EARLY BIRD

GET A 10% DISCOUNT FOR PAYMENTS BEFORE 26 SEP 2026

REFERRAL

GET 10% DISCOUNT ON YOUR FINAL PAYMENT ON EACH REFERRAL



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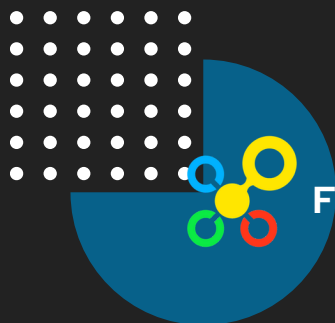
Timetable

WEEKENDS (SATURDAYS)

TIME	ONLINE AND IN-PERSON
08:30 – 10:30	AI Skills for Work
11:00 – 13:00	Data Analytics with Excel
14:00 – 16:00	Data Analytics with Power BI

DURATION PER MODULE:

SATURDAY SESSIONS: 7 MEETINGS X 2 HOURS



FINEX SKILLS HUB

OUR



TEAM



Bernard Obeng Boateng is a 5x Microsoft MVP, a Microsoft and Gemini Certified Trainer and Excel Expert with over 10 years working experience in Banking, Insurance, and Business Development. He has a first degree in BSc. Admin from the University of Ghana Business School and is certified in Business Analytics from the World's leading Business School, Wharton.

He also holds the Advanced Financial Modeler (AFM) certification from the Financial Modeling Institute, Canada as well as the Financial Modeling and Valuation Analyst (FMVA) from the Corporate Finance Institute in Canada.



Osbert Kuwornu is a resourceful Project and Logistics Manager with a strong background Accounting and Finance. He has over 10 years' experience in mining, logistics, and haulage. He is skilled in streamlining operations and developing workable schedules to ensure that the assets and liabilities of a business are properly accounted for.

He holds the Advanced Financial Modeler certification from the Financial Modeling Institute, Canada and MBA from the University of Ghana Business School



Daniel Yeboah Owusu is a Chartered Accountant and a graduate from the University of Ghana Business School with a degree in Insurance and Risk management. He works as a facilitator in Microsoft Excel, SQL and AppSheet at Finex Skills Hub.

He is passionate about financial modeling and the use of Microsoft Excel to solve business problems. He holds an Advanced Financial Modeling certificate from the Financial Modelling Institute.





Ferdinand Attobra is a Microsoft Certified Trainer, a seasoned Financial Modeler and Data Analyst with a French and English background. He works as a consultant at Business Evolution System and Training (BEST) Limited and Finex Skills Hub. He is skilled in Business Analytics, Dashboards and building financial models for budgeting, business valuation, scenario planning and investments.

He also provides consultancy services for SMEs (start-ups and existing) in Financial Management. He holds the Advanced Financial Modeler certification of the Financial Modeling Institute, Canada as well as the Financial Modeling & Valuation Analyst certification of the Corporate Finance Institute, Canada.



Priscilla Baah contributes to teaching financial modeling and Data Analytics at Finex Skills Hub. She holds an Advanced Financial Modeling Certificate from the Financial Modeling Institute in Canada and is a certified Data Analyst.

Outside Financial modeling, Priscilla is enthusiastic about Data Analytics, Data Science, and back-end software engineering. She has worked as a junior data scientist at Getinnotized and now provides support for the Excel our Girls program at Finex Skills hub.



Naa Yarkor is a graduate of the University of Ghana Business School with a degree in BSc. Administration (Banking and Finance option). She is passionate about Renewable Energy and Data Analytics.

She is also a facilitator for the Data Analytics with Excel module of the Finex School. She is skilled in research, creative writing and Excel, with a budding interest in SQL. Outside of work, you will find Naa reading, watching movies or catching up with loved ones. Ultimately, Naa aims to use her skills to create a positive impact in society.



Ernest Aboagye is an experienced Analyst with a demonstrated history of working in the Financial Services Industry. Ernest has a strong educational background in Accounting and Finance having a B.Com from UCC. He is a Chartered Accountant and an Advanced Financial Modeler from Financial Modelling Institute, Canada.

He is also a Financial Modelling and Valuation Analyst (FMVA) from Corporate Finance Institute, Canada. Ernest worked as a Finance Business Partner for Treasury for Absa Bank Ghana Limited. Prior to joining Absa, Ernest worked as a Financial Analyst for Temple Investments Limited.



Dii-winga D. Amegnonka holds a BSc. Administration (Finance Option) degree from the University of Ghana Business School (UGBS). He was the pioneer of the regular semester Financial Modeling sessions at UGBS. He is an SEO Africa scholar, and worked previously with Injaro (a private equity firm based in Accra and Abidjan) as an Investment Analyst. His experience also spans the energy industry, where he worked on several power supply projects in Ghana, Mali, Guinea and Burkina Faso.

A fluent communicator in both English and French, Dii-winga is a huge Financial Modeling/Excel enthusiast and loves to help make people's work life simpler with these skills. He holds the Advanced Financial Modeler certification of the Financial Modeling Institute, Canada.

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WITH US!**

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WEBSITE

www.finexskillshub.com



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Next Steps:



REGISTER

finexskillshub.com/apply

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FINEX SKILLS HUB,
GT BANK: A/C 216 115754110, EAST LEGON

MOMO: FINEX SKILLS HUB, 0547 18 18 56

Pay Online with Paystack here:
<https://paystack.com/pay/finex>

ATTEND

September 26, 2026



11 Sanshie Avenue, East Legon



www.finexskillshub.com



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Thank You



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