IMPORTANCE OF ERROR-FREE DATA

Examples of Errors

- Data Entry Errors – typos, incorrect values, or missing information
- Measurement Errors – faulty instruments, outdated equipment
- Sampling Errors
- Processing Errors – Incorrect calculations, misinterpretation of data.
- Bias Errors

Implications

- Misleading Conclusions
- Financial Loss
- Health and Safety Risks
- Reputation Damage
- Legal Consequences

Benefits

- Accurate Decision-Making
- Enhanced Efficiency
- Increased Productivity
- Improved Quality
- Customer Satisfaction

Weekly road fuel prices

pence per litre

200
190
180
170
160
150
140
130
120
110
100
90

30/10/2018 30/10/2019 30/10/2020 30/10/2021 30/10/2022 30/10/2023

Weekly Road Fule Prices from 2018 - 2023 Source: Home Office Website

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SAFEGUARD YOUR DATA

Risks of Not Using Effective Data Documentation and Backup Methods

- Data Loss
- Security Vulnerabilities
- Regulatory Non-Compliance
- Loss of Intellectual Property
- Operational Disruption

The Importance of Properly Documenting and Backing Up Data

- Data Recovery
- Data Integrity
- Compliance
- Business Continuity
- Historical Records

Ways to Properly Document and Back Up Data

- Data Inventory
- Data Classification
- Backup Strategies
- Version Control
- Data Documentation
- Regular Testing
- Security Measures
- Data Retention Policies
- Employee Training
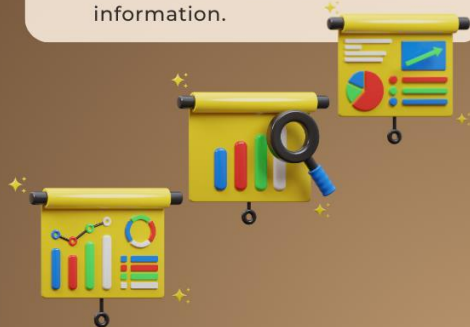- Disaster Recovery Plan

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EFFECTIVE DELIVERY OF DATA INFORMATION

1

IMPORTANCE OF VISUALS

- Use images, charts, and graphs to make data engaging.
- Visuals help simplify complex information.

2

MESSAGE DELIVERY

- Keep it concise and clear.
- Structure with a logical flow.
- Highlight key insights

3

IMPORTANT SKILLS

- Communication skills, including active listening.
- Data analysis skills.
- Strong interpersonal skills

4

IMPORTANT TECHNIQUES

- Storytelling: Create a narrative around the data.
- Data Visualization: Choose the right visuals.
- Question Handling: Prepare for questions.

5

SUCCESS STORIES

- Showcase real-world examples.
- Present figures showing impact.

DESIGNED BY: DINUSHA DISSANAYAKA