**Excel Cleaning Tasks:**

1. Standardize Gender values (Male, Female, etc.).
2. Convert mixed Training\_Date formats into a standard format.
3. Handle missing/zero Pre\_Training\_Score and Post\_Training\_Score.
4. Convert attendance (Yes, No, P, A) to binary format (1 = Attended, 0 = Missed).

**Power BI Analysis Tasks:**

1. **Create new calculated columns:**
   * Improvement = Post\_Training\_Score - Pre\_Training\_Score
   * Experience\_Level based on Join\_Date (e.g., <2 years = Junior)
2. **Visualizations:**
   * Improvement by Department and Training\_Program
   * Feedback Scores (Manager & Peer) by Education\_Level
   * Attendance Rate by Department
3. **KPI Cards:**
   * Average Improvement
   * % of Employees with > 20 improvement
   * Avg Feedback Scores