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| **Workshop Title:**  *Workshop 3*  *Data Governance* | **Workshop Rationale:**  *Learning objectives:*   1. *Analyse the differences in structures of data sources* 2. *Recognise the limitations on the use of different classes of data* 3. *Justify the need for data security policies and legislation*   *To achieve (1), the PDE will:*   * *open the Police Data XLSX file from* [*SharePoint*](https://corndel.sharepoint.com/:f:/r/Learning%20Collateral/Shared%20Documents/Corndel%20Data%20Analytics/Data%20Analyst%20DA4.3/Course%20Resources/Workshops/3.%20Data%20governance/Data?csf=1&web=1&e=ofq0ea) * *analyse the structures of the data on each sheet* * *combine the data from the two separate sheets using a VLOOKUP or INDEX MATCH or COUNTIF*   *Learners will demonstrate (1) by sourcing some data, connecting to it in Excel, analysing the structure of the data and combining the data in Excel.*  *To achieve (2), the PDE will:*   * *explain the need for anonymisation of data* * *anonymise the data by redacting, obscuring and aggregating*   *Learners will demonstrate (2) by recognising the need for and the steps involved in anonymisation.*  *To achieve (3), the PDE will:*   * *discuss the potential dangers related to the misuse of data* * *discuss how legislation and policies protect against these dangers*   *Learners will demonstrate (3) by discussing the potential dangers related to the misuse of data and how legislation and policies protect against these dangers.* |

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| **Pre-work required by PDEs?**   * *Add workshop dates to slides* * *Invite all learners and stakeholders to the workshop* * *Rename the programme title on slide 1 if necessary* * *Add client logo to first slide* * *Add date and client name to first slide* * *Organise a workshop buddy for the whole programme* * *Speak with other PDEs that have recently run this workshop* * *Organise and double check all workshop dates, making sure they do not clash with holidays, and that you and your workshop buddy can attend them all* * *Download the police data from* [*SharePoint*](https://corndel.sharepoint.com/:f:/r/Learning%20Collateral/Shared%20Documents/Corndel%20Data%20Analytics/Data%20Analyst%20DA4.3/Course%20Resources/Workshops/3.%20Data%20governance/Data?csf=1&web=1&e=ofq0ea) *ahead of time and open it in Excel*   *Work through the steps in the workshop: analyse the structures of the data, redact, obscure and aggregate the data and consider the dangers of misuse of data. Discuss with other PDEs, watch the videos on SharePoint and ask the DoC if you get stuck.* | **Pre-work required by learners?**   * *Have been fully enrolled* * *Have access to Aptem* * *Have completed Initial Assessments* |

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| **Key Resources:**   * *Menti* * *Workshop plan on SharePoint* * *Workshop videos on SharePoint* | **Key Data:**   * *Police data from* [*SharePoint*](https://corndel.sharepoint.com/:f:/r/Learning%20Collateral/Shared%20Documents/Corndel%20Data%20Analytics/Data%20Analyst%20DA4.3/Course%20Resources/Workshops/3.%20Data%20governance/Data?csf=1&web=1&e=ofq0ea) |

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| **Structure and Timings [Including key demos and questions]** | |
| -00:05 | PDE opens workshop, welcomes early joiners, triple checks the Teams/Zoom settings and settles in |
| 00:00 | Start recording.  PDE begins small talk with learners, co-presenters, and any guest speakers |
| 00:05 | Workshop begins with a warm welcome and an overview of the agenda. Register and learning objectives. |
| 00:10 | Warm-up questions |
| 00:20 | Structure of data – PDE to open the Police Data in Excel (the data is on [*SharePoint*](https://corndel.sharepoint.com/:f:/r/Learning%20Collateral/Shared%20Documents/Corndel%20Data%20Analytics/Data%20Analyst%20DA4.3/Course%20Resources/Workshops/3.%20Data%20governance/Data?csf=1&web=1&e=ofq0ea)*).*  PDE will then analyse the structure of the data on each of the two sheets, discuss with learners:   * What defines a row? * What does each column mean? * What data types are there? |
| 00:35 | Give learners 15 minutes to reproduce this step with their own data |
| 00:45 | Bring the learners back in for a challenge panel. Ask the questions as on the slide. |
| 01:00 | Break. |
| 01:10 | Restart recording.  Summarise the work done so far  Data anonymisation – discuss how sharing some types of data is bad practice and identify some data to anonymise. Show how you can redact, obscure or aggregate data (following [Module 2](https://rise.articulate.com/share/hZtwFSf2rl1MQCjc6PkMXLDU5ICuq0ag)) |
| 01:25 | Give learners 15 minutes to reproduce this step with their own data. |
| 01:40 | Bring the learners back in for a challenge panel. Ask the questions as on the slide. |
| 01:55 | Break. |
| 02:10 | Data security – Open a discussion about the importance of data security. Ask the questions as on the slide. |
| 02:20 | Wrap-up, check learning objectives, feedback form |
| 02:40 | Extra time padding if necessary |

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| **Post-work required by PDEs?**   * *Immediately send the register screenshot and register recording to compliance, sales lead and DD* * *Review feedback from feedback form* * *Book recurring weekly 121s towards the start of each month* * *Follow up on any concerning learners (e.g. “I have no experience / I have no data”)* * *Follow up on any questions raised* * ***Give workshop feedback to DoC and DD*** * *Do a mini-launch for any learners that did not attend* | **Post-work required by learners?**   * *Continue online modules and source data for next workshop* |