***Key Findings about Employees***

The most skilled employees are in Business Development and Marketing areas

Females in the company are more skilled than men.

Languages are a skill with room for improvement, and no so many employees want to learn them.

Design is the top skill in the company. Business Skills is a good skill too, but has room for improvement, given that the seniority of employees for this skill is semi senior in average.

Engineering is the area of the company that spends the most admin time. This area and marketing has the lowest client time/admin time ratio. Being research and development the area with most client time spent in comparison with admin hours.

Region 3 is, by far, the region with most emails sent, region 1 is the one with fewer mails sent.

Office 4 is the one with more mails sent, being accounting and product management the Department that most mails sent. Legal and support didn´t send that much mails

***Collaboration and worked hours correlation***

In the top 5 of departments with most emails sent and worked hours, there are 4 names that are repeated: Accounting, PM, Business Development and Research and Development.

This shows that the area with the most worked hours are the most collaborative.

***Next right steps***

Develop a training plan for the skills mentioned as having more room for improvement.

Focus on Engineering and Marketing area to find out why there is so many admin hours in comparison to client hours, to try to maximize productivity

***Additional data sets suggested.***

It may be useful to have an external providers data set to link that one to the to\_IDs and see the collaboration with external sources.