**Week 1: Foundational Skills**

**Day 1-2: Introduction to Reporting Tools**

* **Objective**: Gain a fundamental understanding of reporting tools such as Power BI and Tableau.
* **Tasks**:
  + - Explore the Power BI interface, dashboards, and workspace.
    - Get familiar with Tableau’s interface, connecting data sources, and basic visualization tools.
    - Learn how to create simple visualizations like bar charts, line graphs, and tables.

**Day 3-4: SQL Fundamentals**

* **Objective**: Start to learn SQL queries.
* **Tasks**:
  + - Learn and practice basic SQL commands such as SELECT, FROM, WHERE, ORDER BY, and GROUP BY.
    - Understand how to filter data using conditions and logical operators.

**Day 5: Report Creation**

* **Objective**: Apply learned skills by creating a basic report in Tableau.
* **Tasks**:
  + Import a sample dataset into Tableau.
  + Create basic visualizations like charts, graphs, and tables based on the dataset.
  + Arrange visualizations on a dashboard.

**Week 2: Intermediate Skills**

**Day 1-2: Intermediate SQL Queries**

* **Objective**: Build upon foundational SQL knowledge to write more complex queries.
* **Tasks**:
  + - Study the different types of JOIN operations (INNER JOIN, LEFT JOIN, RIGHT JOIN, FULL OUTER JOIN).

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**Day 3-4: Deep Dive into Reporting Tools**

* **Objective:** Gain deeper insights into one of the reporting tools.
* **Tasks:**
  + Choose either Power BI or Tableau and explore more advanced features.
  + Focus on learning about data modelling, advanced visualizations, or connecting to different data sources.

**Day 5: Feedback And Refinement**

* **Objective**: Improve the report based on feedback.
* **Tasks**:
  + Seek feedback on the report’s usability, design, and functionality from peers or mentors.
  + Make necessary refinements to enhance the overall quality of the report.