



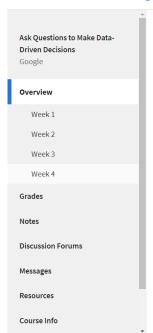


What do you want to learn?









Week 4

Ask Questions to Make Data-Driven Decisions

Week 4

Discuss the topic here.

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Always remember the stakeholder



Google Career Certificates

Successful data analysts learn to balance needs and expectations. In this part of the course, you'll learn strategies for managing stakeholder expectations while establishing clear communication with your team.

Learning Objectives

Amazing teamwork

- Discuss communication best practices for the data analyst including reference to office communication, conflict resolution, facilitating meetings, and status reports
- Discuss the importance of focus on stakeholder expectations
- Identify common limitations with data, with specific reference to speed versus accuracy and responding to time-sensitive requests



Balance team and stakeholder needs ▶ Video: Communicating with your team 1 min ▶ Video: Balancing needs and expectations across your team 4 min Reading: Working with stakeholders 10 min ▶ Video: Focus on what matters 4 min (1) Understanding stakeholder roles 15 min Practice Quiz: Test your knowledge on balancing team and stakeholder needs 3 questions Communication is key ▶ Video: Clear communication is key 4 min ▶ Video: Tips for effective communication 5 min Reading: Data scenarios and responses 10 min ▶ Video: Balancing expectations and realistic project goals 4 min ▶ Video: Sarah: How to communicate with stakeholders 3 min ▶ Video: The data tradeoff: Speed versus accuracy 4 min Reading: Limitations of data 10 min ▶ Video: Think about your process and outcome 3 min Practice Quiz: Test your knowledge on clear communication 5 questions

▶ Video: Meeting best practices 5 min
▶ Video: Ximena: Joining a new team 1 min
Reading: Leading great meetings 10 min
▶ Video: From conflict to collaboration 4 min
Discussion Prompt: Communicating challenges 10 min
▶ Video: Nathan: From the U.S. Marine Corps to data analytics 3 min
Practice Quiz: Test your knowledge on teamwork 3 questions
Weekly challenge 4
Reading: Glossary: Terms and definitions 5 min
Quiz: *Weekly challenge 4* 8 questions Due Aug 2, 1:59 AM CDT
Course challenge
▶ Video: Course wrap-up 25 sec
Quiz: *Course challenge* 10 questions Due Aug 2, 1:59 AM CDT
© Video: Congratulations! 1 min
Reading: Coming up next