



@ASK Training
Attitude | Skills | Knowledge

(24 HRS)

AI-DRIVEN BUSINESS INTELLIGENCE:

SMARTER REPORTING & ANALYTICS

Course Synopsis

This course equips business owners, managers, and professionals with the capability to transform traditional reporting into "**Active BI**". Participants will learn to use Generative AI tools - such as ChatGPT, Microsoft Copilot, and DeepSeek - alongside Agentic AI frameworks to create dynamic "Thinking Partners" for their organisations. Delivered through a structured Part-to-Whole learning design, participants progressively build capabilities from **Analytical Prompting** and multi-source data synthesis to the deployment of autonomous AI agents that automate complex technical workflows and validation gates.

The course begins by developing foundational analytical competence, enabling participants to move beyond static dashboards to natural language dialogue. Participants will master a four-stage data pipeline - Input, Prompting, Processing, and Review - to ensure data integrity and eliminate hallucinations. These skills are extended into visual communication and **Human-Computer Interaction (HCI)**, where participants design personalised dashboards and visual reports optimised for stakeholder cognitive speed.

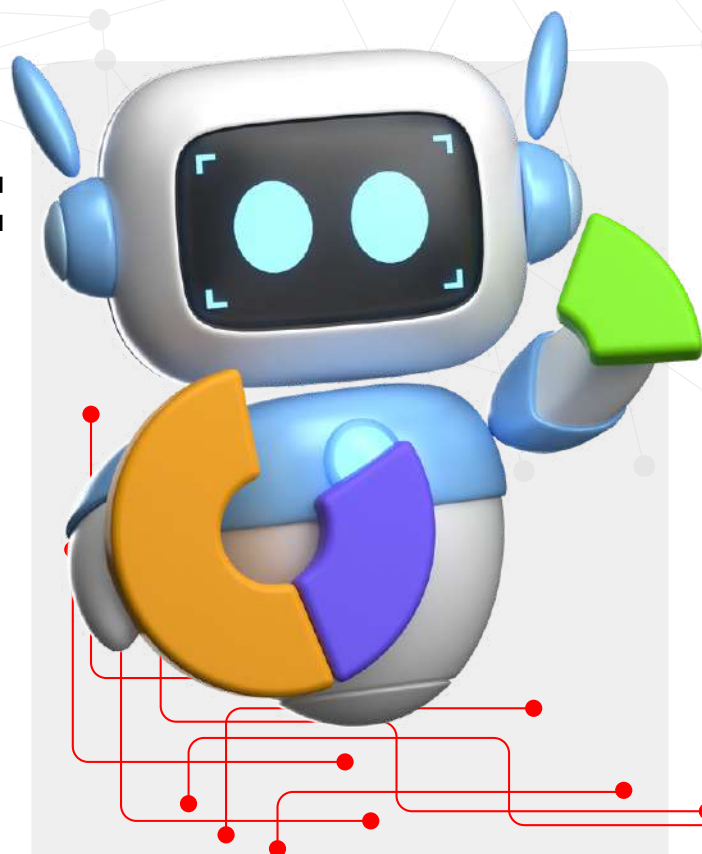
Building on these foundations, the course advances into **Multidimensional Forecasting** and hybrid AI logic, combining traditional statistical backbones with generative reasoning. Participants will explore **Agentic AI** use cases, such as configuring autonomous bots to quantify unstructured sentiment from thousands of data points or synthesise real-time competitor intelligence. The course emphasises data integrity, fairness, and explainability, utilising the **FAT (Fairness, Accountability, Transparency)** framework and **PDPA 2.0** standards. In the final stage, participants bridge the "So What?" gap using executive storytelling and execute a **90-day transformation roadmap** to justify and scale responsible, agent-assisted business reporting within real-world organisational contexts.

Course Code: TGS-2026064595

up to
90%
SkillsFuture
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Credit, PSEA
& UTAP
Claimable

Balance Fee
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Prerequisites

- Experience with business analysis: Minimal one year of work experience with knowledge of business analysis.

Language:

- Attained at least WPLN level 6 OR
- Obtained Grade C6 for GCE O level English OR
- Other equivalent qualifications

Academic:

- Obtained at least a pass or C6 at GCE O Level in at least 3 subjects OR
- Candidates with other qualifications will be considered on a case-by-case basis OR
- Mature candidates (≥ 30 years old) with 8 years of relevant working experience

Total Training Hours:

- 24-hour training course including a 2-hour assessment
- Practical Assessment
- Written Assessment

Learning Units



Learning Unit 1

Foundations of Generative AI in Business Reporting



Learning Unit 2

Understanding AI Evaluation Metrics and Performance Indicators



Learning Unit 3

Creating Visual Insights: Dashboards and Data Visualisation with AI



Learning Unit 4

Task-Specific Evaluation: Forecasting and Business Metrics



Learning Unit 5

Data Integrity, Fairness, and Explainability in AI Reporting



Learning Unit 6

Adaptive and Personalised AI Insights for Business Decisions



Learning Unit 7

Responsible and Ethical AI Use in Business Reporting

Course Objectives

By the end of this course, learners should be able to:

- ✓ Analyse AI-generated business reports by synthesising multi-source data and ensuring alignment with data patterns and reporting goals.
- ✓ Analyse evaluation metrics and performance indicators to assess the quality and reliability of AI-assisted KPI reporting, identify performance gaps, and suggest corrective actions.
- ✓ Develop dashboards that present AI-generated insights and evaluation signals by creating a pipeline to capture outputs, calculate evaluation indicators, and display visual reports.
- ✓ Establish success metrics for AI-assisted forecasting aligned with business objectives and risk tolerance, validate forecasts, and communicate their implications for decision-making.
- ✓ Validate data integrity for AI-assisted reporting through statistical checks, mitigation of bias risks arising from data quality issues, and documentation of explainability justifications.
- ✓ Analyse variations across customer and competitor segments to provide customised AI evaluation insights for stakeholder personas and improve planning effectiveness.
- ✓ Utilise ethical frameworks and governance controls to assess and justify the use of AI in business reporting and decision-making.



Programme Fee

S\$1,362.50

(inclusive of
9% GST)

PROGRAMME FEE AFTER ELIGIBLE SWDA SUBSIDIES:

From **S\$158.75**

(inclusive of 9% GST) after 90% SWDA Subsidies

 Self-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Singapore Citizens ≥ 40 years old	S\$1,250.00	90% SkillsFuture Funding	S\$158.75
Singapore Citizens, PRs or LTVP+ Holders ≥ 21 years old		70% SkillsFuture Funding	S\$408.75

SkillsFuture Credits can be used on top of existing subsidies

 Company-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	S\$1,250.00	90% SkillsFuture Funding	S\$158.75
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		70% SkillsFuture Funding	S\$408.75
Non-SME Singaporean Citizens ≥ 40 years old		90% SkillsFuture Funding	S\$158.75

Singapore Citizens 21 years old and above who meet special criteria* may be eligible for Additional Course Fee Funding Support (AFS) of 95% Subsidy. AFS is only eligible for SkillsFuture Career Transition Programme applicants.

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