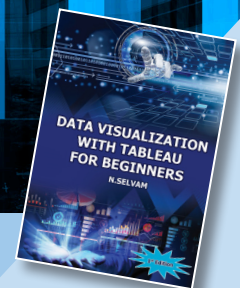


MIA WEBINAR SERIES

# DATA VISUALISATION WITH TABLEAU FOR BEGINNERS

9 & 10 December 2024 (Monday & Tuesday), 9.00 am – 1.00 pm



**FREE!**

Participants will each  
receive a complimentary  
copy of the speaker's e-book.

Tableau software is one of the fastest growing data visualisation tools currently being used in the Business Intelligence (BI) industry. It is the best way to change or transform raw sets of data into an easily understandable format with zero technical skills and coding knowledge.

## OBJECTIVES

This programme seeks to help you gain a working knowledge on how to use a data visualisation tool to do analysis.

## WHO SHOULD ATTEND

- Accountants who perform reporting using Excel
- Anyone who wants to learn a data visualisation tool
- Anyone who is working towards acquiring new skills set

## METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

This is a hands-on training session. The objective is to for you to acquire new skills that will add value to your career

*Participants are required to have their own laptop installed with Tableau Public for the programme. Link to download the free software will be provided nearer the date of the event.*

## PROGRAMME OUTLINE

### DAY 1

8.30 am – 9.00 am	Participants' login to join the webinar
9.00 am – 10.30 am	<b>SESSION 1</b> <ul style="list-style-type: none"> <li>• Introduction to Data Visualisation and various terminologies</li> <li>• 6 Steps in the Data Visualisation Process</li> <li>• Introduction to Tableau Public: A Data Visualisation Tool</li> <li>• Hands-on Training: <ul style="list-style-type: none"> <li>&gt; Exploring the Tableau Workspace</li> <li>&gt; The Tableau Public Server</li> </ul> </li> </ul>
10.30 am – 1.00 pm	<b>SESSION 2</b> <ul style="list-style-type: none"> <li>• Hands-on Training <ul style="list-style-type: none"> <li>&gt; Building Text Tables</li> <li>&gt; The 24 Charts in Show Me</li> <li>&gt; Downloading and Sharing your Viz</li> </ul> </li> </ul>
1.00 pm	End of Day 1

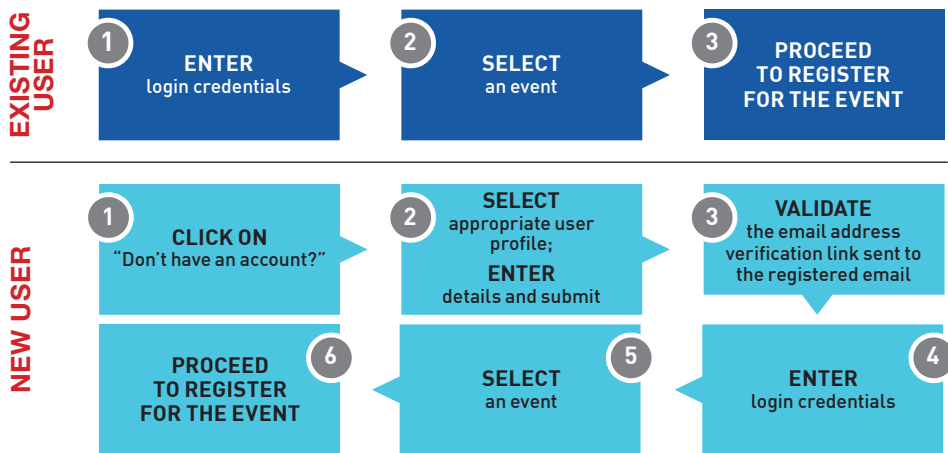
### DAY 2

8.30 am – 9.00 am	Participants' login to join the webinar
9.00 am – 10.30 am	<b>SESSION 1</b> <ul style="list-style-type: none"> <li>• Hands-on Training <ul style="list-style-type: none"> <li>&gt; Building additional charts</li> <li>&gt; Building a dashboard</li> </ul> </li> </ul>
10.30 am – 1.00 pm	<b>SESSION 2</b> <ul style="list-style-type: none"> <li>• Hands-on Training <ul style="list-style-type: none"> <li>&gt; Building various KLSE Stock Charts (including the popular Candle Stick)</li> <li>&gt; Building a Stock dashboard</li> </ul> </li> <li>• 20-Question Quiz</li> <li>• Assignment</li> </ul>
1.00 pm	End of Webinar

*NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.*

**REGISTRATION PROCESS**

- To view more events and download the full brochure, please visit: [pd.mia.org.my](http://pd.mia.org.my)
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

**MIA Help Desk @ 603-2722 9000**

**TERMS & CONDITIONS FOR WEBINARS****WEBINAR FEE**

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
  - Individual Registration:** Full payment shall be made at the point of online registration.
  - Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

**WEBINAR ACCESS LINK**

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

**PAYMENT MODE**

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT)**.
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

**HRD CORP (FOR CLAIMABLE EVENTS ONLY)**

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).
- Employer's Obligations**
  - To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
  - To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
  - To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
  - If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
  - To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

**CANCELLATION**

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.

- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

**PARTICIPANT'S CLASSIFICATION AND INFORMATION**

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

**METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS**

- Live Q&As, quick polls/surveys will be carried out throughout the webinar.
- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
  - Remain logged in at least 80% of the time allocated for the webinar,
  - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

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**DATA PROTECTION**

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

**EXCLUSION OF LIABILITY**

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

**DISCLAIMER**

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

**SPEAKER/TRAINER****SELVAM S/O N.NARAYANAN**

Selvam has been running a software consulting firm for over 30 years, and has conducted over 300 training session for MIA, CIMA, Customs and large corporations. He became an authority on analysing the GST Audit File (GAF) using Excel, when Malaysia implemented the GST. He had also spent a considerable amount of time learning about data visualisation in response to extensive requests, and has conducted numerous training sessions on the subject as well as on Excel Pivot Table, and Excel Tips and Tricks. He authored the book, "Data Visualisation with Tableau for Beginners." Selvam is a member of the Malaysian Institute of Accountants, the Chartered Institute of Management, and is a Certified Software Consultant.

**WEBINAR FEES**

Member/Member Firm	RM 600
Non-member	RM 800

*Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.*

**WEBINAR DETAILS & REGISTRATION****9 & 10 December 2024 (Monday & Tuesday)**

Session 1 : 9.00 am – 10.30 am

Session 2 : 10.30 am – 1.00 pm

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