

# INSTRUCTIONAL GUIDE – MODULE 3, UNIT 3.1

**Unit Title:** Making Smarter Decisions with AI

**Delivery Mode:** Blended

**Duration:** 90 minutes

**Instructor Profile:** VET trainer with familiarity in Excel/Google Sheets and at least one data visualization tool

## STRUCTURE AND DELIVERY

### 1. Warm-Up & Recap (10 minutes)

- Open with the question: “What decisions do you make regularly in your business?”
- Link responses to possible data sources: e.g., sales → Customer Relationship Management (CRM), website traffic → analytics tools

### 2. Presentation: The Value of Data (20 minutes)

- Use slide deck to present definitions and benefits of Data-driven decision-making (DDDM)
- Show examples of dashboards and predictive charts

### 3. Hands-On: Spreadsheet Insight (15 minutes)

- Provide a basic Excel or Google Sheet with dummy sales data
- Task: Sort, filter, calculate top-selling item, and average sales

### 4. Demo: Visualization and Scenario Tools (15 minutes)

- Screen recording showing Looker Studio, Tableau, or Flourish to create a chart from the same data
- If offline, use printed screenshots

### 5. Quiz & Debrief (15 minutes)

- Distribute and review quiz
- Invite questions or discussion

### 6. Wrap-Up & Preview (15 minutes)

- Recap key tools and benefits
- Prepare learners for next module on using AI tools directly
- Optional homework: Track one metric for one week

## FACILITATION TIPS

- Reassure learners that simple data can go a long way—no need to be a data scientist
- Encourage peer exchange: “How do you currently track this?”
- Provide printed handouts or cheat sheets if learners are unfamiliar with spreadsheets

## SUPPORTING RESOURCES – MODULE 3, UNIT 3.1

### A. Slide Deck

- Topics: What is data? How does AI help? What’s a dashboard?
- Example graphs, Excel screenshots, and analytics visuals

### B. Spreadsheet Sample

- One Excel or Google Sheet template with mock sales over 3 months
- Instructions: “Find top product”, “Sort by quantity sold”, “Graph revenue trend”

### C. Data Vocabulary Sheet

- Definitions of: structured data, unstructured data, KPI, dashboard, trend line, prediction

### D. Tool Introduction Handout

- Short description and link (if digital) for:  
Google Looker Studio, Tableau Public, Microsoft Power BI, Flourish

### E. Quiz Template

- Editable form with answer key

### F. Reflection Sheet

- “What business decision do I make weekly?”
- “What data could support that decision?”