

## Open enrolment classes

**March 18<sup>th</sup> 2025**

8.30am – 4.30pm GMT

**May 27<sup>th</sup> 2025**

8.30am – 4.30pm BST

**July 25<sup>th</sup> 2025**

8.30am – 4.30pm BST

**October 3<sup>rd</sup> 2025**

8.30am – 4.30pm BST

## Fees:

The cost per participant is £390+VAT, which includes comprehensive reference materials.

## To book places:

- Please email Smallpeice via [train@smallpeice.com](mailto:train@smallpeice.com) with your requirements.
- Our experienced booking team will then send you a booking form.

## In-Company Training:

This programme is available for cost effective 'in-company' group training. This provides the opportunity to customise the content and to include practical activities that are linked to your own processes and products. For more information on the options, please email [train@smallpeice.com](mailto:train@smallpeice.com).

# Minitab Foundation 1 Day Programme

## Overview

For people involved in general statistical analysis, this workshop offers the ideal introduction to Minitab software. The course is aimed at first time users of Minitab but assumes a basic understanding of statistics & statistical analysis. The training will focus on the foundation level features of Minitab – showing how to enter & manipulate data to produce graphs & perform basic statistical analysis.

## Objectives

- The course is aimed at first time users of Minitab but assumes a basic understanding of some statistics and statistical analysis.
- To introduce the key application features of Minitab.
- To show how to enter and manipulate data to produce graphs and perform basic statistical analysis techniques.
- To provide tips on software usage and give some insight in to more complex common techniques.
- To analyse some 'real process' data.

## Training Format

Training will be delivered live via MS Teams, incorporating a mix of theory and interactive activities / discussions.

## Training Content

### Introduction

- What is Minitab - a tour of the main functions
- Getting familiar with the software environment
- Introduction to file types
- Minitab menus (an overview)
- Navigation around the Data and Output panes
- Getting help (the help menus and stat-guide)

### Entering and Manipulating Data

- An introduction to other basic data functions
- Generating random data and probability model

### Basic Statistics using Minitab

- For both continuous and attribute data
- Confirming the correct statistics are applied

### Confirming the Measurement System

- Constructing and interpreting a Gauge R&R study
- Using and assessing Attribute Agreement Analysis

### Assessing Process Performance

- Explanation of SPC and how it is used.
- Data format and special cause identification
- Process capability reporting

### Graphical Analysis Techniques using Minitab

- For both continuous and attribute data
- Options and enhancements to graphical messages

### Exploring Process Data

- Case study exercise