

Apron Analytics Guide

Resources for Developing Analytical Skills



Welcome! The Home Depot is committed to the continuous development of our associates. This voluntary resource guide is designed to help you develop analytical skills, whether for your current role, a future opportunity at Home Depot, or your own general development and growth.

For Those Who Want To Improve Their Analytical Skills – Regardless of their current role, this guide will empower you to:

- Interpret data and better understand key insights
- Identify trends and make more informed decisions.

For Those Aspiring To Become An Analyst – The guide will focus on the specific skills you need to succeed in this career. As an analyst, you'll be responsible for reviewing and analyzing datasets to ensure their accuracy, identifying trends, and uncovering actionable insights. You'll need to be comfortable interpreting data, reading tables, and evaluating charts to extract key information, which you'll then present in clear, persuasive narratives. The ability to summarize complex data and turn it into logical conclusions that drive business decisions is central to the role.

Using This Guide

- Review the list of resources and focus on areas you're less familiar with, like Excel or case studies, and use the recommended tutorials to build your knowledge
- Track your progress and apply what you learn through on-the-job exercises or projects
- Partner with your leader on how you can use these new skills to serve your current team's needs or in your personal life so that you can gain meaningful and relevant experience.
- **Please note:** Use of this guide is completely voluntary and for your own benefit. Time spent engaging with these resources is not paid time.

Apron Analytics Guide

Resources for Developing Analytical Skills



Examples of Analyst Roles At Home Depot

Below is a list of common analyst roles at The Home Depot. You can learn more about these roles and additional analyst roles on [Career Depot](#).

JOB TITLE	JOB OVERVIEW
Merchandise Planner	This position works with a Senior Merchant/Merchant to execute the merchandising strategy for their respective Class or Classes of business. Specifically, the Merchandise Planner will assist their (Senior) Merchant in driving sales, optimizing inventory, and generating profit. The role serves as the Merchant's primary support for setting up and maintaining assortments through data management, responding to stores and vendors, and providing analytical support to help the Merchant achieve their sales and profit plans. The role is also charged with working with cross-functional groups to gain insight on trends and issues that would have an impact on the Merchant's category of business.
Brand Advocate	The position will be responsible for analyzing the brand's online performance and for identifying opportunities for improvement in areas such as product assortment, digital content, promotions and returns. The Brand Advocate Analyst will also ensure that new and promotional items are optimized and offer support when suppliers need help with online/system troubleshooting. This role will also be responsible for understanding customer behavior, building strategic plans, and leading presentations with supplier and merchandising partners to gain alignment on planned initiatives. The Brand Advocate Analyst will cultivate strong partnerships with merchants, cross functionals and strategic suppliers to drive traffic, conversion, and interconnected sales through content optimization, process improvement and analytics. This role is customer focused and will be responsible for building out robust project plans that promote brand growth.
Financial Analyst	The Financial Analyst works to assist in the preparation of economic and financial analysis. Individuals will work on a combination of ad hoc analysis/data pulling, project work, and documentation of existing process/procedures serving as financial support to leadership for the respective function they're aligned to.
Inventory, Planning and Replenishment Analyst	The Inventory, Planning and Replenishment Analyst (IPR) works within Supply Chain, and is responsible for partnering with merchants to develop and implement inventory strategies that maximize sales and inventory productivity for a merchandising category. To maximize sales and inventory productivity, it is critical that the analyst maintain the appropriate in-stock positions and manage inventory in the most effective manner across both stores and SKUs. This analyst will work closely with merchants, vendors, stores, transportation, distribution, and sourcing to accomplish team goals. The IPR Analyst is responsible for creating accurate SKU forecasts, developing the inventory and replenishment strategy, managing parameters for each category to execute the replenishment strategy, achieving target in-stock levels and planned inventory turns, and developing recommendations to improve inventory productivity. The IPR Analyst also works with our stores and field leadership to execute their category strategies.

Apron Analytics Guide

Resources for Developing Analytical Skills



Learning Resources

Gaining a solid understanding of data analytics fundamentals makes it possible for associates to accurately collect, clean, and interpret data. Knowledge of statistical methods, data visualization, and analytical tools allows associates to identify trends, detect anomalies, and make informed predictions. This foundational knowledge means that associates can turn raw data into meaningful insights that drive business decisions.

- **CareerFoundry** – *[What is Data Analytics? A Complete Guide for Beginners](#)*
This article focuses on an understanding of what data analytics is and what tools and techniques are used to analyze data.
- **CareerFoundry** – *[Get Started in Data Analytics \(playlist\)](#)*
These short videos will give you an understanding of what it means to be a data analyst.
- **CareerFoundry** – *[Data Analytics Short Course 2022 \(playlist\)](#)*
These videos focus on how to get started in data analytics, how to clean and explore data cleaning, how to create data visualizations, and how to tell stories with data.

Using Excel is essential for organizing, analyzing, and visualizing data efficiently. Excel's powerful tools, such as pivot tables, formulas, and charts, enable associates to derive insights and make data-driven decisions. Mastery of Excel ensures that associates can streamline workflows, reduce errors, and present data in an accessible way to stakeholders.

- **Home Depot Careers** – *[Excel Level 100 \(56:56\)](#)*
Microsoft training video that teaches the basics of Excel, including how to navigate Excel, format workbooks and worksheets, use functions and formulas, and collaborate with others. (Requires Home Depot device or VPN)
- **Home Depot Careers** – *[Excel Level 200 \(48:55\)](#)*
Microsoft training video that teaches how to create and format tables, learn intermediate and advanced functions, review data for errors and accessibility, share and collaborate, and manage access and restrictions. (Requires Home Depot device or VPN)
- **John Hopkins University** – *[Business Analytics with Excel: Elementary to Advanced \(23 hrs\)](#)*
This course focuses on how to use Excel for business modeling with a heavy focus on statistics. (Requires free Coursera account → select "Full Course, No Certificate" after enrolling)

Apron Analytics Guide

Resources for Developing Analytical Skills



Learning Resources (continued)

Data Storytelling

Data storytelling allows associates to transform complex data into clear, engaging narratives that highlight key insights and trends. By combining visuals like charts and graphs with a structured narrative, they can effectively communicate findings to non-technical stakeholders, helping them make data-driven decisions. The goal is to make the data more accessible, memorable, and actionable.

- **Storytelling with Data** – [*How to Turn Data into Stories \(50:42\)*](#)
This streamed workshop walks through how to choose graphs and create stories based on a business question.
- **Talks at Google** – [*Storytelling with Data: Cole Nussbaumer Knaflitz \(53:14\)*](#)
This presentation from Google provides a look at the importance of data storytelling using example charts and stories.
- **Storytelling with Data** – [*Move Beyond Simply Showing Data with SWD Makeovers*](#)
This webpage walks through best practices in data storytelling with linked videos and articles for each tip.
- **Harvard Business School Online** – [*17 Data Visualization Techniques All Professionals Should Know*](#)
This article reviews different types of charts and what they are best used for.

Project Management

Project management skills are essential for associates to effectively organize and track the progress of multiple tasks within a project. These skills help ensure that projects are completed on time, within scope, and meet the expectations of stakeholders. Additionally, project management allows associates to break down complex tasks, collaborate with team members, and adapt to changes or challenges during the project lifecycle.

- **Home Depot** – [*RACI Chart*](#)
This pdf provides instructions on a project management method that can be used to assign responsibilities to different team members. (Requires Home Depot device or VPN).
- **University System of Maryland** – [*Project Management Principles \(10-15 hrs\)*](#)
This course provides a foundational overview of the concepts and methodologies of project management. (Requires free edX account).

Apron Analytics Guide

Resources for Developing Analytical Skills



Learning Resources (continued)

Case Studies

To prepare for a case study in an interview, associates should review common analytical methods, such as data cleaning, visualization, and statistical analysis, so that they can apply them effectively. They should also practice structuring their thought process, clearly explaining their approach, assumptions, and the insights they derive from data.

- **MConsultingPrep Official Channel** – [*Case Interview 101 \(11:18\)*](#)
This video explains what a case interview is (also known as a “case study”), the basic structure of this type of interview, and offers a framework for thinking about and answering case study questions.
- **LinkedIn** – [*What is a Case Study Interview and How to Ace One*](#)
This article discusses the different types of case studies and outlines a general approach.
- **Princeton University** – [*Case Interview Preparation*](#)
This article from Princeton’s Center for Career Development offers an overview of case interviews and a number of resources to learn more.

Communication

Effective communication is crucial for associates because it makes sure that insights are clearly conveyed to both technical and non-technical stakeholders, enabling informed decision-making. This means translating complex data findings into simple, actionable insights through reports, presentations, and visualizations, while actively listening to and addressing questions from others.

- **Home Depot** – [*Better Communication*](#)
This pdf offers tips on how to communicate, with a focus on presentations. It includes how to prepare your message, tips for creating a slide deck, and stretch activities focused on deepening your communication skills. (Requires Home Depot device or VPN).
- **Home Depot** – [*PowerPoint Level 100 \(1:00:59\)*](#)
Microsoft training video that teaches the basics of PowerPoint. (Requires Home Depot device or VPN)
- **Home Depot** – [*PowerPoint Level 200 \(48:21\)*](#)
This Microsoft training video focuses on intermediate PowerPoint skills while building on PowerPoint Level 100. (Requires Home Depot device or VPN)
- **IBM** – [*Soft Skills: Develop Interpersonal Skills \(3-5 hrs\)*](#)
This short course focuses on developing people skills and communication in a business setting. (Requires free edX account).

Apron Analytics Guide

Resources for Developing Analytical Skills



Learning Resources (continued)

Time Management

Associates need strong time management and prioritization skills to handle multiple projects with varying deadlines. Prioritizing tasks allows associates to address critical analyses first, while managing time effectively helps balance data cleaning, analysis, and reporting. This leads to more efficient, high-quality work and building stronger relationships with business partners.

- **Home Depot – [Setting Priorities for Success](#)**
This HDU Building Block worksheet explains why prioritization is important and reviews the Time Management matrix with space to reflect on your own tasks and what you learned. [Requires Home Depot device or VPN].
- **Home Depot – [Managing Your Time](#)**
This worksheet reviews the Time Management Matrix in more depth and provides space for you to rank your own tasks and schedule them. (Requires Home Depot device or VPN).
- **Home Depot – [Own Your Time](#)**
This pdf explains best practices for time management and how to be more effective and focused at work. (Requires Home Depot device or VPN).
- **Home Depot – [ABCs of Prioritization](#)**
The HDU Building Block explains how to use the ABC method to prioritize tasks and offers a flowchart to help make decisions. (Requires Home Depot device or VPN).

Preparing for The Interview

Taking the time to use the provided resources below, such as resume tips and interviewing best practices, is key to preparing for a job interview. By leveraging these tools, associates can present themselves more confidently and effectively, boosting their chances of success.

- **Home Depot – [Career Development](#)**
This site provides resources and tips for all the different steps of your career journey: Discover, Network, Prepare, and Apply. (Requires Home Depot device or VPN).
- **Home Depot – [Your Resume, Your Story](#)**
This HDU Building Block reviews the basics of a good resume and tips on formatting and how to tell your story. (Requires Home Depot device or VPN).
- **Home Depot – [Interview Best Practices](#)**
This pdf discusses some tips on how to prepare for your interview and explains the STAR method. (Requires Home Depot device or VPN).

We value your feedback. [Click here](#) to fill out our feedback form.