

# Human Resource Application

## Using Microsoft Excel



Duration: 2 days | Training date: 21-22 October 2015

### WHO SHOULD ATTEND

Human Resource Personnel / Executives / Managers; anyone with any interest in understanding and utilizing Microsoft Excel in Human Resources Management.

### PRE-REQUISITE

Participants should have working knowledge of basic Excel functions, formulas, and number formatting techniques.

### LEARNING OUTCOME

Participants will grasp various techniques and methods on analyzing human resources data, summarizing and presenting it a report format.



### ABOUT THE COURSE

The business world runs on the engine of human resources. Workers are one of the essential resources needed to produce timely goods and services with the right skills, attitude, knowledge and training, if required. Like any other function within an organization, this area needs to be managed well.

With this in mind, and knowing that HR professionals deal with many types of data, ranging from recruitment, employee benefit plans, career development programs, right up to retirement, they need to equip themselves with the right tools to perform the right analysis. This workshop aims at simplifying these tasks by introducing and utilizing various techniques of Microsoft Excel to track, manage and report HR data efficiently.

Specifically designed for the HR professional, this workshop allows one to have a quick-start on applying various functions, features, techniques, concepts and tricks available in Microsoft Excel to meet the needs of the HR Department. Being familiar with a useful library of Excel functions allows one to present data in a more meaningful and manageable way. Backed with relevant HR examples, participants can understand and apply them in their work almost immediately.

### COURSE OUTLINE

#### 1. WHY EXCEL IS A HR PERSON'S BEST RESOURCE

- Uses for Excel in a HR context
- Key features of Excel you need to know to help organize a spreadsheet

#### 2. INCORPORATING AND FORMATTING HR DATA IN EXCEL

- Importing HR data from text file into Excel and editing it
- Using AutoFill, AutoFit and AutoComplete
- Performing calculations using the usage of absolute and relative cell referencing (\$ signs within formulas)
- Validating specific data within column(s) or row(s)
- Highlighting detailed information based on specific criteria for a range of cells
- Creation of Headers and Footers

#### 3. WORKING WITH ORGANIZATION DATA

- Formatting Lists, Numbers and Dates
- Formatting columns of data from text file
- The Paste Special button
- Combining data from different columns
- Performing calculations on Dates
- How to filter data
- Removing duplicate data with Advanced Filter
- Naming ranges

#### 4. EXCEL FOR PERFORMANCE MANAGEMENT

- Comparing different scenarios using logical functions
- Looking up specific value from a database
- Checking to see if an employee names exists in database
- Screening employees by category

#### 5. EXCEL FOR COMPENSATION CHANGES

- Creating a payroll system in Excel
- Updating a database
- Selecting employee name by department

#### 6. EXCEL FOR PERFORMANCE EVALUATION

- Applying VLOOKUP and HLOOKUP
- Highlighting criterias met by employees
- Understanding Linear Regression
- Creating Charts
- Summarizing data with Tables

#### 7. EXCEL FOR MARKET ANALYSIS

- Applying Pivot Tables to summarize large quantities of data (e.g. analyzing large quantities of data quickly by performing sum and average values of specific fields of data and highlighting conditions using Conditional Formatting)
- Using Goal Seek to perform a what-if analysis
- Anticipating the number of extra employees needed for future growth (various what-if analysis are shown using Excel's Goal Seek feature i.e. extra manpower and hours need should production increase)
- Understanding Statistical Functions for consolidating employee demographics (performing analysis based on employee departments; age group; salary range, etc)
- Tabulation of data using Frequency tables and histograms

#### 8. CASE STUDY USING EXCEL

- Apply the various functions and features shown to the raw data given

## TRAINER'S PROFILE

**MR. PALANI** is a PSMB/HRDF certified trainer who shares with participants his knowledge and experience culled over 20 years of involvement in the software application and training industry. Today, Palani has been a professional trainer since the year 2000, specializing in the areas of **analyzing raw data and gathering information from it, using existing tools such as Microsoft Excel, for the purpose of enhanced decision making.**

Participants are taught how they can best exploit the Office applications rather than learning how to use them. Participants are exposed to the various built-in functions and other advanced features that enhances the decision making process. **Upon completion of most programs, participants would have increased their knowledge and skills on how to better present reports and make decisions from the various calculations within it.**

Palani holds an MBA (Majoring in Electronic Commerce) from the Charles Sturt University, Australia.

## HUMAN RESOURCES APPLICATION USING MICROSOFT EXCEL

**Course Date:** 21-22 October 2015

**Course Time:** 9:00am - 5:00pm

**Course Venue:** Suite 37-8, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur.

**Course Fee** : RM954 per person

**Group Discount Fee** : RM795 per person  
(for 3 pax and above)

**Sign up now and get early bird fee of RM848 per person (until 14 OCTOBER 2015).**

- Fees indicated are inclusive of 6% GST.
- Course fee inclusive of 2 daily tea break refreshment, lunch is not provided
- PC will be provided for each participant

This course is HRDF claimable.



## Yes! Sign Me Up

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

## ORGANIZATION DETAILS

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

HRDF Contributor?  Yes  No

GST Registered?  Yes  No

If Yes, GST No: \_\_\_\_\_

## APPROVED BY:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

*\*Registration cannot be processed without an authorized signature*

Company Stamp:

For more information, please contact :

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