



PRESENTS
EXCEL FOR HR PROFESSIONALS
- A Tool for Increasing Productivity !

Background

This Advanced Excel session is designed specifically for HR Professionals. Participants will deep dive into useful excel features in action-packed 2-days long session with practical examples. This session aims to help HR Professionals overcome difficulties and frustrations while working with their existing HR Software. Working as an expert Excel User, along with HR Software, should help in performing complex calculations, creating custom/ ad-hoc reports and making data-driven decisions.

Level	HR Professionals
Sessions	8 Sessions
Target Audience	<ul style="list-style-type: none"> • HR & Admin Officer • HR Executives • HR Generalist • HR Specialist • Admin Assistant • Compensation/ Payroll Assistant
Objectives	<ul style="list-style-type: none"> • To enter, update and manage HR data for HRIS • To prepare, clean and format data for further analysis • To create various HR reports using excel commands and worksheet functions • To perform complex function for eg.(Payroll, Overtime, HR Budget, Appraisal, etc.) • To design templates for better and streamline HR workflow. • To create a dashboard for decision making and bird's-eye view of the organization • To learn strategy to print large spreadsheet and use mail merge features
Prerequisites	<ul style="list-style-type: none"> • Participants should be working in HR Environment (for at least six months). • Basic familiarity with Microsoft Excel and a learning attitude is appreciated.

Excel for HR Professionals



Course Outline

Contents	Data Entry, Importing and Cleaning <i>Custom Fill [Department, Employee Band, Staff List], Defined Name [Creating dynamic name] Data Importing from different sources [CSV, TXT, Web], Removing Duplicates [Single or Multiple levels] Data Tools, Data Cleaning I (using Functions), Data Cleaning II (using Commands, Wildcards) & Rules on Setting a Data Set</i>
	Common Worksheet Functions for HR <i>Understanding the Cell Referencing & Excel Operators SUM, COUNT, AVERAGE SUMIF, COUNTIF, AVERAGEIF Lookup Function - VLOOKUP</i>
	Reporting & Analysis <i>Excel Table Features Sorting [Multiple level Sort, Custom Sort, Row Sort, Colour based Sort] Filter [Multiple level Filter, Text Filter, Number Filter, Date Filter, Advanced Filter] Custom Views</i>
	Formatting Data <i>Quick Formatting, Advanced Formatting, Custom Formatting, Conditional Formatting</i>
	Powerful Pivot <i>Creating and Manipulating Pivot Table & Creating HR Dashboard using Pivot</i>
	Advanced Worksheet Functions <i>String/ Text Functions, Date Functions, Logical Functions & Lookup Functions</i>
	HR Templates <i>Creating Excel Template File, Validate and Restrict Entries & Bullet-proofing/ Protecting the Template</i>
	Print & Mail Merge <i>Strategy to Print large spreadsheet Creating Mail merge with Ms Word and List in Excel (for various letters)</i>

Details of Facilitator/s

Mr. Deep Singh Rawat

July 2011 to present Agricultural Development Bank Ltd. Kathmandu
Business Officer
 Credit, Operations & Marketing

July 2009 to July 2011 Kist Bank Ltd. Kathmandu
Officer
 Credit Department

November 2008 – July 2009 Huawei Technologies Co.,Ltd.
 Lalitpur **Finance Officer**
 Took overall charge of the AP Module and Treasury Management
 Research on company establishment and FDI in Nepal

Skills & Trainings

Train the Trainers.
 2013, National Banking Training Institute Naxal, Kathmandu



Program Detail

Date & Time : 16th & 21th June, 2019
 (7:15am-9:45am)
Venue : NBI Hall, Kathmandu

Note:

Participants are encouraged to bring their own laptop for training sessions.

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