



# EXCEL SKILLS FOR HR AND ADMIN PROFESSIONALS.

Most HR and administration professionals spend long hours generating and updating manual files in order to report the progress and status of their tasks, which is often a result of;

1. Redundant, inconsistent and manual data entry for management reporting of HR and admin performance metrics.
2. Lack of sophistication in managing and manipulating data using Excel to create meaningful reports including charts and graphs for presentations to management.
3. Long hours of time spent manually exporting and formatting data from various HR and admin systems and then manually merging it into a single roll up spreadsheet analysis



Create amazing HR and Admin dashboards that update with the click of the Refresh button.

Learn from our Experienced and Passionate Trainers and be able to automate your reporting processes.

Leverage the powerful features of Excel for HR and Admin tasks.

**2<sup>nd</sup> to 5<sup>th</sup>  
MAY 2022**

**DATAHOUSE BUSINESS  
SOLUTIONS**

Room 204  
Kirabo Complex, Bukoto  
P.O. Box 28581, Kampala  
Tel; 0700 424288

**Shaping Careers!**

This course is designed to help HR and administration professionals save precious hours from their daily tasks. It provides participants with tips and tricks that will help them resolve the day to day challenges they face when working on HR and Admin data. Participants will practice data management techniques in addition to importing and converting data from different sources using Excel.

They will learn how to create and manage a payroll, create meaningful reports and charts, use logical functions, and link their spreadsheet to other worksheets and applications. Participants will also learn how to automate some common Excel tasks, apply advanced analysis techniques and troubleshoot errors.

### Course Objectives

By the end of the course, participants will be able to:

- Leverage the powerful features of Excel to manage HR and Admin tasks and run the relevant analytics for management decision making.
- Use MS excel to create and automate the payroll and related schedules
- Use MS excel to create and automate the calculation of HR metrics.
- Use pivot tables and pivot charts to efficiently perform automated report writing and analysis
- Develop operational dashboards including key HR analytics and KPI's.
- Automate tasks and generate reports efficiently by recording, running and editing macros
- Acquire numerous tips and tricks that will improve working efficiency.

### Course Methodology

This is a practical course with a multitude of hands-on exercises that HR and administration professionals will learn and practice in order to help them apply these time saving techniques in their daily work and to present meaningful information to management for informed decision making.

### Target Audience

HR and administration professionals, as well as anyone who perform HR and administration related functions in their organizations.

- Five Day Intensive Training.
- Hands on and Practical.
- Carefully designed and tested to develop key skills and confidence in HR Analytics.

Classroom size is limited to 30 participants only.

Participants must come with own laptop.

FEE PAYABLE:  
USD: 2,275  
Per participant.

To  
DATAHOUSE  
Business Solutions  
Account No.  
1100113706

Housing Finance Bank Ltd  
Kololo Branch.  
SWIFT CODE:  
HFINUGKA

