MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

EXCEL SKILLS FOR HR AND ADMIN PROFESSIONALS

"Master Excel Tools and Techniques to Streamline HR and Administrative Tasks"

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

In today's data-driven HR environment, proficiency in Microsoft Excel is an essential skill for HR and administrative professionals. This course is designed to help participants develop advanced Excel capabilities specifically tailored for HR and office management functions. Participants will learn how to efficiently manage employee data, automate routine tasks, analyze HR metrics, and generate meaningful reports for decision-making. The course combines practical exercises and real-life HR examples to ensure participants can immediately apply their learning in the workplace.

Objectives

- Understand Excel's key functions and features relevant to HR and administration.
- Learn how to organize, clean, and manage employee databases.
- Use formulas, conditional formatting, and data validation effectively.
- Create HR dashboards, reports, and charts for workforce analysis.
- Automate repetitive HR tasks using advanced Excel tools (PivotTables, Macros, etc.).
- Interpret and visualize HR data for strategic decision-making.

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Why Attend

This course empowers HR and admin professionals to work smarter by leveraging Excel’s powerful tools for data management and analysis. You’ll save time, improve accuracy, and make data-backed decisions that enhance HR efficiency.

Target Audience

- HR Executives and Managers
- Administrative and Office Professionals
- Payroll and Benefits Coordinators
- Recruitment and Talent Management Specialists
- Anyone involved in managing HR or administrative data

Individual Benefits

- Gain confidence in using Excel to handle HR data efficiently.
- Learn time-saving shortcuts and automation techniques.
- Enhance analytical and reporting skills for better HR decision-making.
- Build professional-quality reports and dashboards.

Organizational Benefits

- Improved data accuracy and productivity within HR and admin departments.
- Faster reporting and better insight into workforce trends.
- Streamlined HR processes through automation.
- Informed decision-making through data visualization and analytics.

Instructional Methodology

- Hands-on Excel exercises and templates
- Real HR data examples and practical assignments
- Step-by-step demonstrations
- Case studies and interactive sessions

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Course Outline

Module 1: Introduction to Excel for HR Professionals

- Excel interface, navigation, and shortcuts
- HR-specific uses of Excel
- Creating and managing HR data sheets (employee info, attendance, leave records)

Module 2: Working with Data and Formulas

- Data entry and cleaning techniques
- Using essential formulas: VLOOKUP, HLOOKUP, IF, COUNTIF, SUMIF, CONCATENATE
- Applying data validation and conditional formatting for HR data accuracy

Module 3: HR Data Management and Analysis

- Sorting, filtering, and summarizing employee data
- Managing large datasets and avoiding common errors
- Using PivotTables and PivotCharts for HR reports

Module 4: HR Metrics and Dashboard Creation

- Building HR dashboards (e.g., headcount, turnover, training analysis)
- Visualizing key HR metrics with charts and graphs
- Creating automated summary reports

Module 5: Advanced Excel Tools for HR Efficiency

- Introduction to Macros for automating repetitive HR tasks
- Using Excel functions for payroll, attendance, and performance tracking
- Linking multiple sheets and workbooks for integrated HR reporting

Module 6: Reporting and Presentation Techniques

- Formatting reports for management review
- Using Excel templates for HR forms (offer letters, appraisals, attendance sheets)
- Exporting data to PDF and integrating Excel with other software

Module 7: Practical HR Applications in Excel

- Recruitment tracking and candidate comparison templates
- Leave and attendance management systems
- Compensation, benefits, and overtime calculation sheets

Module 8: Final Project and Review

- Create a complete HR dashboard from raw data
- Review and Q&A on advanced Excel problem-solving

Certification

Upon successful completion of the course, participants will receive a Certificate in Excel Skills for HR and Admin Professionals, demonstrating their ability to effectively use Excel for HR data management, analysis, and decision-making.

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

Follow us: **Facebook** **Twitter** **YouTube** **LinkedIn** **Instagram**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.