

**Performance  
Appraisal**

**HR Business  
Partnering**

**Recruitment  
Strategy**

**Compensation  
& Benefits**

**Learning &  
Development**

Harness the potential of Excel and its application for HR Analytics

HR Analytics  
Using Excel

# HR Analytics

HR professionals are constantly required to devise metrics, collect data and analyze them. In HR functions such as Performance Appraisal, Training Calendar, Management Dashboard or other charts they can use MS Excel extensively for such tasks. This course aims to understand some common challenges faced in HR Analytics and to learn to overcome them using Excel.

## Application and Career Opportunities

The workshop would be useful for all HR professionals, Line Managers, People Managers working in various industries. It is also beneficial for students and job-seekers who wish to gain additional knowledge and skills in HR analytics.

## Objective

At the end of the program the participant would be able to develop Excel Models including dashboards and charts which will help them in interpreting and analyzing HR data.

## Outline

- Introduction to Excel
- Enhancing productivity in Excel
- Referencing and Formula Framework
- Using Lookup Functions
- Pivot Tables
- Scenario Building and Sensitivity Analysis
- Goal Seek
- Advanced Database functions - DSum, DAverage etc.
- Charting in Excel
- Introduction to Macros
- Complete Business Planning Case
- Indicative metrics covered in the training
  - Source Ratio
  - Rehire Rate
  - Bench Ratio
  - Normalized Employee Rating
  - Self Review Rate
  - Industry Percentile
  - Compensation Satisfaction Index
  - Peer Review Rate
  - Training Expense Ratio

## Methodology

- Each topic would be explained through Conceptual Discussion and Excel Templates
- Hands-on implementation of models and Q&A

## Duration

- 16 hrs (weekends/weekdays)

## Certification

- Certificate of Participation for all participants
- Certificate of “Excellence” for outstanding performance

## Requirements

- Basic exposure to MS Office - Excel 2007 or Excel 2003
- Windows Operating System (XP, Vista, 7)

## Fees and Payments Details

- A registration fee of SGD 50.00
- Training fee SGD 750.00

*All fees quoted are inclusive of 7% GST. Registration fee is not refundable.*

You can pay through Cheque, DD, Net Banking/ Wire Transfer and paypal to following account -

### Online/Wire

Bank Name	: ICICI Bank Singapore
Name of the Account	: Pristine Education Centre LLP
Type of the Account	: Corporate Current Account
Account No	: 87105005322
Bank Address	: ICICI Bank Singapore 6, Raffles Quay, #01-02, John Hancock Towers Singapore – 048580

### Cash Deposit

SHRI, 2 Serangoon Road The Verge Level 6 Singapore 218227

### Though Paypal

- Create an account with [www.paypal.com](http://www.paypal.com).
- Make appropriate payment to pay pal account of Pristine - [paypal@edupristine.com](mailto:paypal@edupristine.com)

**Send us the transaction details along with your address and contact number as soon as you make the payment.**

# PRISTINE

Pristine is India's largest training provider for international certifications like CFA®, FRM®, PRM. It has been founded by industry professionals who have worked in the area of investment banking and private equity and organizations like Goldman Sachs, Standard Chartered and Accenture. Pristine has conducted more than 500,000 man-hours of quality training in finance and has a client list including the likes of J.P.Morgan, Bank of America, HSBC, CSFB etc.

## Exam Preparation

Having trained more than 100 batches for various international exams, our trainings helps you not only to clear difficult exams for CFA®, FRM®, PRM charters but also to get industry perspective on various areas of finance.

## Corporate Training

We conduct specific training for different corporations. Our experts spend time with you to understand your training requirements and then create a program which is best suited for your needs.

## College Training

We conduct industry-oriented workshops and courses for students in the areas of finance and analytics.

# SHRI CORP

SHRI Corporation Pte Ltd (SHRI CORP) is the enterprise arm of the Singapore Human Resources Institute focusing on enabling knowledge acquisition and skills development at both corporate and individual levels. We take pride in the growth and development of our clients and focus energy on providing practice-oriented corporate training and development and consultancy to level up human capabilities.

## Public Workshops

Gain new skills through our diverse range of public workshops, ranging from human resource development, customer service to communications, as well as banking and finance service sectors. Enrol in our workshops to network and share ideas with our qualified and experienced trainers.

## Customised In-House Training

SHRI Corp offers customised coursewares to suit a company's specific training and education needs. Our curriculum is designed to inform and update trends and issues relating to HR management and development, as well as financial services and risk management practices.

## HR Consultancy Services

SHRI Corp can assist your organisation in establishing and implementing systematic HR procedures and processes. SHRI Corp can effectively blend training and consulting services to deliver complete, integrated and holistic solutions to meet your corporate and people development needs.

## Contact Us

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