

E-REWARD.CO.UK PRESENTS

**THE MAGIC ALCHEMY OF EXCEL
AND YOUR REWARD WORK WILL
BLOW YOUR MIND!**

**THREE UNIQUE AFTERNOON
MASTERCLASSES, LIVE-STREAMED.**

**EACH ONE A BOX OF TRICKS
WHICH WILL TRANSFORM YOUR
REWARD WORK USING EXCEL.**

WITH DIANNE AULD.



Performances

- ▶ 8th October 2020: 1pm-3pm (UK)

The magic of using Excel power query to transform your reward work

- ▶ 15th October 2020: 1pm-3pm (UK)

How to use regression analysis and dynamic arrays to transform your pay structure work in the blink of an eye

- ▶ 22nd October 2020: 1pm-4pm (UK)

Dianne's marvellous wizardry of Excel dashboards



Virtual masterclasses. Attend from your home or any location. No travel required.

Dianne Auld is an Excel magician. An international guru who makes tricky reward-related Excel tasks transform into solutions in a blink of an eye.

Instead of a stage with props and a wand, she uses a laptop and an Excel spreadsheet.

Dianne will show you how to perform Excel time-saving tricks. She will demonstrate sleight-of-hand routines to dramatically increase your productivity and present spectacular ways to analyse mountains of data in seconds with professional looking charts, dashboards and Pivot Tables.

Fees

Per masterclass: GBP **£195** + VAT per delegate.

Attend all three masterclasses: GBP **£450** + VAT per delegate.

Discounts available to multiple bookings from the same organisation. Email paul@e-reward.co.uk or call Paul on 0161 432 2584 for more information.

To ensure an effective learning experience, there are just 50 seats available for each masterclass.

Cancellations: Please note that delegates will be held liable for the full fee if registration is not cancelled by Wednesday 9th September 2020 or if the delegate is a 'no show'.

TRANSFORMING your reward work using Excel

Anyone attending these afternoon virtual masterclasses will dramatically increase their productivity levels when working with remuneration data in Excel. These Excel for Reward masterclasses include sleek visual and audio demonstrations of tasks reward professionals need to perform in their job function.

Unlike other Excel courses, our classes have been specially developed to help you master skills specific to compensation and benefits work not taught in any other general Excel course.

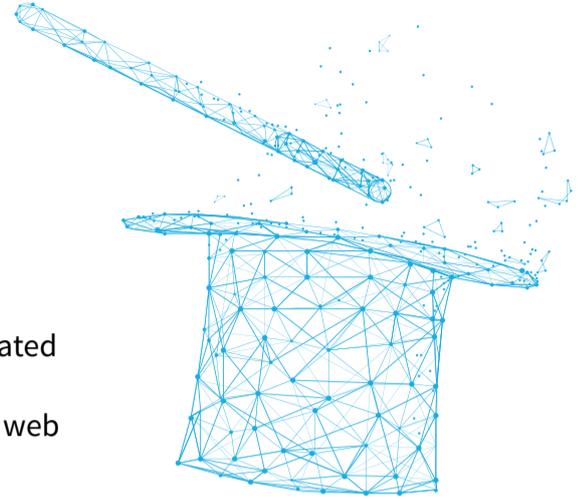
These courses are UNIQUE.

Dianne will demonstrate to reward professionals how to save hours and hours – some even say days – by harnessing all the power of Excel.

Excel spreadsheets and detailed instructions

All attendees will be provided with some great give-aways:

- ▶ All of the Excel spreadsheets demonstrated during the masterclass by Dianne.
- ▶ Detailed instructions for replication of the functions demonstrated after the masterclass. Check out a sample of the detailed instructions provided to participants which is available on our web site: [click here](#).
- ▶ Dashboards – see gender equity analysis dashboard below.



How these masterclasses work

You are encouraged to *not* try to follow along with Dianne's demo on your computer, as she will proceed at a reasonably smart pace and you might get lost.

Just watch and take notes if desired.

Attendees will have access to a video of the masterclass for 90 days from the date of the masterclass so that you can replay at your leisure and practise the steps.

Who should attend

Our hands-on practical masterclasses cover some essential Excel skills required to analyse and visualise market and organisation remuneration information. They have been created for reward, HR and payroll professionals who would like to enhance their Excel skills, and massively increase their productivity when transforming, compiling, analysing and presenting data. For those who already have a good working knowledge in Excel, these masterclasses will provide you with the expertise and skills to use Excel at a higher level.

Level of knowledge required for these masterclasses

Delegates are not required to follow along in these classes. They will have access to the video for 90 days afterwards and will receive detailed instructions to replicate all functions demonstrated.

But, to maximise the learning experience and appreciate the value add from the classes:

- ▶ Participants should already have a good intermediate to advanced knowledge of Excel.
- ▶ They should work with HR, reward or payroll data in Excel on a daily basis.
- ▶ They should be comfortable using Excel formulas, creating charts and pivot tables.

We would like students to leave the classes thinking: 'Wow, I didn't know this was possible, but after the demonstration and with the resources supplied, I feel confident enough to apply the learnings to my own work'.



EXCEL FOR REWARD – BOX OF TRICKS No. 1

THE MAGIC OF USING EXCEL POWER QUERY TO TRANSFORM YOUR REWARD WORK

Date: Thursday 8th October 2020

Time: 1pm to 3pm (London)

Duration: Two hours including five-minute break at approx. 2pm

Venue: Your PC

Get ready to transform your work life!

Open magic box number one and watch Dianne demonstrate one of the smartest and most powerful tools ever developed for Excel.

Power Query comes standard with Excel 2016 / 2019 / Office 365, and is available as an add-in to Excel 2010 / 2013.

Dianne will show you the secrets of how it can automate routine data transformation (e.g. merging / splitting / removing columns, filtering data, replacing data, rounding, sorting, converting text to numbers and dates). She will demonstrate how you can achieve this without using macros and VBA, and with hardly any formulas.

Almost all the transformation is done through the simple use of a menu and a mouse.

Dianne will show you the art of merging and transforming multiple files in a folder, then how to add and transform another file from the folder simply by clicking Refresh. Her next trick will be to demonstrate how you can scrape data from web tables, transform the data for use in an Excel file, then update it with a single click.

You will master the art of:

- ▶ How to merge and transform three monthly files of labour turnover data for use in a pivot table, then load / transform the next three monthly files and update the pivot table with a single click.
- ▶ How to calculate medians per gender / job title.
- ▶ How to scrape exchange rate data from the web, use the data in a formula to convert multi-country salaries to a single currency, and update data with a single click.
- ▶ How to pivot employee salary data into different business units for use in scatter charts and pay structure design.
- ▶ How to unpivot problem sales commission data for use in analysis.
- ▶ Power Query's AI capability of adding a column based on examples.



EXCEL FOR REWARD – BOX OF TRICKS No. 2

HOW TO USE REGRESSION ANALYSIS AND DYNAMIC ARRAYS TO TRANSFORM YOUR PAY STRUCTURE WORK IN THE BLINK OF AN EYE

Date: Thursday 15th October 2020

Time: 1pm to 3pm (UK)

Duration: Two hours including five-minute break at approx. 2pm

Venue: Your PC

Students who join up to the **opening of magic box no. 2** can watch Dianne demonstrate how to create pay structures and pay scale charts using exponential regression, pay scale formulas, scatter charts, combo charts and dynamic arrays. This is a highly practical watch – it's not only captivating but it's also invaluable to anyone involved with creating or maintaining pay structures.

Dianne will reveal:

- ▶ A quick overview of linear and exponential regression – when to use each one, the formulas used and interpretation of R squared.
- ▶ How to create a scatter chart and how to use exponential regression to create a pay midpoint line taking into account internal employee and market pay data.
- ▶ How to calculate the pay ranges for this pay line and plot the pay ranges as lines on the scatter chart.
- ▶ The tricks to using the same data to create a scatter chart but with traditional rectangular pay ranges and alpha or alpha numeric grades on the X axis – this is a complex chart to create as it involves a combination of a scatter chart, lines and stacked columns. Dianne makes it easy!
- ▶ Very few people know how to do it and how to create this chart is one of the secrets Dianne is most asked to divulge. Once learnt, you will use this chart in all your pay structuring work and wonder how you ever coped without it. Past students have loved the visual representation clearly showing how good a fit the pay ranges are relative to the employee pay scatter.
- ▶ Clever cheats to calculating median market data per grade, using a traditional array formula or using Office 365 dynamic arrays (available to Office 365 users), and adding this to the chart.
- ▶ The art of dynamic arrays SORT, UNIQUE and FILTER formulas, array reference notation and data validation to create the same chart allowing a drill down per department.
- ▶ How to create a dashboard of department scatter charts all linked to one source data sheet.



EXCEL FOR REWARD – BOX OF TRICKS No. 3

DIANNE'S MARVELLOUS WIZARDRY OF POWERFUL DASHBOARDS

Date: Thursday 22ND October 2020

Time: 1pm to 4pm (UK)

Duration: Three hours including two 10-minute breaks

Venue: Your PC

This box of tricks is spellbinding!

Magic can create beauty too. And this final three-hour magic box will demonstrate and teach you how to create beautiful HR or rewards dashboards that stand out from the herd, tell a powerful story and can be updated with only two clicks. (Not to mention, impress the boss!)

For this trick, Dianne will show you the wonders of Power Pivot:

- ▶ Cover important dashboard design principles.
- ▶ Provide a brief introduction to Power Query and Power Pivot and Macros.
- ▶ Demonstrate how to create an interactive gender equity analysis dashboard using Power Query, Power Pivot, icons, text boxes, elegant uncluttered colour coded charts, customised slicers to drill down by level, department or location, Power Pivot median measures and three simple macro buttons that allow alternate pay base views of the data.

Dianne will give you a marvelous starting template along with instructions for replication of everything she will be demonstrating, and the finished dashboard to polish it all off!

The gender equity analysis dashboard is used for illustration, but the techniques demonstrated can be used for any type of HR or rewards dashboards.

Power Pivot and Power Query are standard from Excel 2016 onwards, and they can be added into Excel 2013. But the dashboard design principles taught can be used with any version of Excel, and can be used with standard employee data and pivot tables.

Power Query and Power Pivot are simply super-efficient tools for transforming data and merging different tables for use in analysis.



OUR TEACHER AND CHIEF EXCEL GURU BLESSED WITH A TOUCH OF MAGIC



Dianne Auld GRP, CCP, CSCP, WLCP, AGRP

Dianne is the founding member of Auld Compensation Consulting, operating out of Cape Town, South Africa. Her consulting work around the world covers all areas of total rewards, including reward strategy, base pay management, job evaluation, pay structuring, incentive design and sales compensation. She has developed and taught Excel and rewards courses in Africa, the Middle East, Asia, Europe, and the United States.

As a WorldatWork faculty member, Dianne teaches the GRP reward qualification courses in Southern Africa. She is the author of Dianne Auld's Excel Tips, 3rd edition. Dianne has developed and recorded several e-learning products for WorldatWork, including Excel Skills, Advanced Excel Skills and Pay Structures. She is an honorary life member of the South African Reward Association (SARA) and an accredited Master Reward Specialist.

Dianne has taught many of E-reward's clients in the past. Her reviews are OUTSTANDING. Here's what participants said about some of her classes

-  *'Dianne was brilliant, very engaging. Just what was needed. The time went so quickly.'*
-  *'The Excel stuff you need to know as a comp professional. Very helpful and presented in an easily accessible manner.'*
-  *'Great course, full of tips and techniques.'*
-  *'Valuable course, fantastic knowledge of the trainer. Learnt lots of quick short cuts and extremely valuable time-saving techniques.'*
-  *'Dianne was worldly and informative.'*
-  *'Dianne was really engaging, positive and interesting.'*
-  *'Really interesting and useful course with a great instructor.'*
-  *'Dianne was very good, informative and engaging.'*
-  *'Very high level of knowledge.'*
-  *'Excellent instructor.'*
-  *'Very good with loads of useful examples. Dianne has an excellent skill in getting information across.'*
-  *'The practical examples and the way Dianne built up the content was very good.'*
-  *'Very good – I haven't been on one of Dianne's courses before but I will certainly do some more.'*
-  *'A really excellent course, one of the best I have been on.'*
-  *'The course was fantastic! Dianne is an expert in reward and a great teacher. She covered everything that I expected and more – it was comprehensive and I came away with a strong idea of how I can adapt and put the learning into practice.'*
-  *'Excellent course that enables you to apply what has been learned immediately and Dianne is a fantastic trainer and clearly an expert in her field.'*
-  *'It exceeded my expectations . . . the course was fantastic. I hope to be able to attend more of Dianne's E-reward courses in future.'*
-  *'Absolutely fabulous course. I learned so much. Dianne was so knowledgeable and shared so well. I've saved days and days now!'*
-  *'Very informative course, explaining the possibilities of Excel. My life will be so much easier now I understand the capability of Excel in terms of compensation and reward.'*
-  *'Dianne was great and extremely knowledgeable.'*
-  *'Excellent instructor, very clear, good pace, always ensuring everyone is up to speed and keeping up with the rest of the class.'*
-  *'Course content was well put together, very relevant to work and was made interesting by Dianne. I would highly recommend the course to anyone wanting to save time and understand Excel functions. Really pleased I attended.'*
- *'The instructor was very friendly and informative, no improvements needed!'*