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WorldatWork®
Total Rewards Association

DON'T MISS **THE ONLY** OPPORTUNITY IN 2020 TO LEARN FROM THE BEST.

THE WORLD'S TOP EXCEL FOR REWARD EXPERT – DIANNE AULD IS FLYING INTO LONDON TO RUN TWO EXCEL COURSES.

EXCEL SKILLS FOR REWARD PROFESSIONALS | LONDON WITH EXCEL FOR REWARD EXPERT, DIANNE AULD

26-27 March 2020: **Intermediate level**   30-31 March 2020: **Advanced level**

Excel classes developed to help you master skills specific to comp & ben work not taught in any general Excel course. These Excel for Reward classroom courses – Intermediate and Advanced – include sleek visual and audio demonstrations of tasks reward professionals need to perform in their job function. During these practical demonstrations, you will learn how to put these ideas and methods into practice when you get back to the office.

You will enhance your ability to analyse mountains of data in seconds with professional looking charts and Pivot Tables.

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.

To find out more or reserve your place, please email: paul@e-reward.co.uk

For each two-day course:

£1,095 + VAT per delegate (includes postage and packaging of course book sent to you in advance of the class).

Your tutor

A WORLD-LEADING 'EXCEL FOR REWARD' EXPERT

Dianne is without doubt the most highly regarded and popular 'Excel for Reward' expert in the world. Well respected and distinguished in the compensation field and Excel, her skills and expertise are in high demand. Based in Cape Town, South Africa, she travels worldwide showing reward professionals how to save hours and hours (some even say days!) by harnessing all the power of Excel.

26-27 March 2020: Intermediate level | London   30-31 March 2020: Advanced level | London

EXCEL SKILLS FOR REWARD PROFESSIONALS: INTERMEDIATE LEVEL

Designed for reward professionals who are using Excel on a day-to-day basis in their reward work but who want to gain a deeper understanding of the more sophisticated facilities offered in the compensation data area.

Reward professionals today require a high level of proficiency in Excel in order to effectively analyse remuneration data. They need to know how to use pivot tables, charts, advanced data and formatting techniques, lookup, if and statistical formulas. Having the required proficiency in these areas can make the difference between taking three minutes to do a job or three days. What's more, gaining this understanding can enable reward practitioners to concentrate on extracting insights from the data rather than wasting time crunching numbers. The typical reaction from delegates attending this course is – 'If only I'd known how to do this last week!'

Our hands-on practical course covers the essential Excel skills required to analyse market and organisation remuneration information. It has been created for reward, HR and payroll professionals who would like to enhance their Excel skills, and perform complex job tasks such as compiling and analysing data and performing calculations. For those who already have a good working knowledge in Excel, this course will provide you with the expertise and skills to use Excel at a higher level.

All attendees will leave this two-day course knowing the following:

- Customising the Quick Access Toolbar/Importing and formatting remuneration data – including combining data from different columns, dividing data into different columns, changing case and text formulas
- Rounding numbers/Custom formatting/Working with dates
- Valuing the total reward package – including Vlookup, Hlookup and If formulas
- Validation/checking of remuneration data (including the Data Filter, Custom Filter and removing duplicates)
- Sub-totalling remuneration data
- Comparing/Projecting remuneration data/Applying conditional formatting to market comparisons
- Statistics for remuneration data
- Graphing remuneration data
- Scattergrams, trend lines and regression analysis
- Pivot Tables and Goal Seek.

With this class you will:

- Learn skills specific to compensation work not taught in any standard Excel course.
- Save hours of work when you import, merge and format large amounts of data for analysis.
- Learn how to analyse mountains of data in seconds with professional-looking charts and Pivot Tables.

- Face your fear of regression analysis and easily create a pay policy line and salary predictions.
- Perform complex calculations in minutes using the SUBTOTAL function.
- Harness the power of VLOOKUP, HLOOKUP, IF, AND, OR and IFERROR functions.

Learning objectives

- Customise the quick-access toolbar
- Create charts, graphs and tables from various types of data
- Use formulas to simplify complex calculations
- Check data for duplications and errors
- Calculate subtotals
- Calculate a variety of statistics
- Calculate linear and exponential regression.

Level of knowledge required

A good basic to intermediate understanding of Excel is required before attending the workshop. To get the most out of this course, we recommend that:

- Students are working with remuneration data in Excel on a regular basis in their work.
- Students should have good navigational skills in Excel, and be able to select, copy, move, paste, edit and sort data with ease.
- Students should be comfortable with working with large amounts of data and entering formulas.

Dianne says:

" The ideal candidate for this course would already be familiar with some of the information covered on the agenda. But this course will greatly enhance their ability to analyse mountains of data in seconds with professional looking charts and Pivot Tables. Anyone with a good understanding of Excel will dramatically increase their productivity levels when working with remuneration data in Excel. This course is designed for compensation professionals who need to use Excel to perform complex job tasks such as compiling and analysing compensation data and performing calculations. "

After you complete this course, you will have the confidence and expertise in Excel to support your organisation's pay analytics needs. The course will serve as a powerful refresher for the seasoned Excel professional who is already knowledgeable and will provide a solid foundation for the professional who is new to the job.

EXCEL SKILLS FOR REWARD PROFESSIONALS: ADVANCED LEVEL

Reward professionals enrolling in this two-day course should already have strong Excel skills. It is designed for students who would like to learn advanced Excel techniques, and how to apply these to create powerful interactive Excel dashboards for viewing and analysing reward data. Excel dashboards have enormous application in HR and compensation work. Dashboards enable the consolidation of huge amounts of remuneration data into an executive summary view. They use interactive fields to allow different views of the data and modelling of data. Dashboards can replace bulky and cumbersome reports, show management only what they want to see and allow powerful 'what-if' analyses for incentive modelling.

DAY 1: ADVANCED EXCEL TECHNIQUES

Lookup Formulas #1

Vlookup, Hlookup, Iferror, Columns, Match formulas and Naming Ranges

Lookup Formulas #2

Indirect, Index, Offset, Choose formulas and Inserting Form Controls – scroll bar, spin button and combo box

If formulas

If, If (And), If (Or), Nested If, Countif, Countifs, Sumif, Sumifs, Averageif, Averageifs formulas

Macros

Recording, running and editing macros, macro security settings

DAY 2: ADVANCED EXCEL TECHNIQUES CONTINUED AND CREATING EXCEL DASHBOARDS

Data validation and protection

- Creating forms and input documents using data validation tools
- Hiding sheets, protecting worksheets and workbooks

Array formulas

- Single-cell and multi-cell array formulas
- Application of array formulas together with other Excel formulas
- All formulas and techniques will be demonstrated using remuneration applications

Introductory dashboard presentation

- What are dashboards?
- What they are used for?
- How do you create dashboards?
- Important principles, examples of dashboards

Creating an interactive market comparison dashboard

- With visual indicators, charts, tables and interactive fields allowing geographical drill downs and different market projection dates
- Learning to use the camera tool and complex conditional formatting

- Using Match, Offset, Array, Indirect, Averageifs, Iferror, Datedif and other formulas to create this interactive and powerful dashboard

Creating an interactive Pivot Table HR statistics dashboard

Using pivot tables, pivot table charts, slicers, and a heading linked to the report filter. These techniques will be used to create this visually powerful dashboard of reward statistics, allowing drill down by function, region and level.

Level of knowledge required

- An intermediate knowledge of Excel is required before attending the workshop.
- Ideally, delegates would already have attended the two-day Intermediate-level course or a similar course or have equivalent knowledge.
- Delegates must be comfortable using Excel formulas, creating charts and pivot tables.
- Delegates should be proficient with using Vlookup and If formulas – only a brief review of these will be provided.

Dianne says:

" *Students enrolling in this course should already have a thorough understanding of Excel but want to study more about the advanced facilities offered in this area. I have created this two-day course to look further into Excel and help you master the more highly advanced Excel skills specific to reward work. You will learn how to use these to create powerful interactive Excel dashboards for viewing and analysing remuneration data.* "

Here is what some of Dianne's recent students in London told us about their learning experience . . .

'The Excel course was great – I loved it and Diane was a brilliant teacher.'

'The teaching is really good! I have been on other Excel courses in the past but they don't come close to Dianne's class/teaching specifically for reward professionals.

'Just wanted to say how excellent it was. The tutor was brilliant!!

Exactly what I was after.'

'Absolutely fabulous course. I learned so much. Dianne was so knowledgeable and shared so well. I've saved days and days now!'

'Fantastic course.'

'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.'

'Good central location. 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!'

'The 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. Very helpful, small group, learnt lots of quick short cuts and extremely valuable time-saving techniques.'