

Excel for Human Resource Professionals

Practical Excel skills to boost HR productivity and decision-making

Why Join This Training?

- In just 1 day, learn the essential Excel tools HR professionals need to:
- Automate HR data processing & reporting
- Analyze compensation, leave, and employee data effectively
- Fix common Excel errors & save time on routine tasks
- Create quick, accurate reports for better decision-making

Key Learning Outcomes

- Understand & organize HR data thoroughly
- Avoid common reporting mistakes
- Conduct analysis using historical data
- Generate fast, accurate statistical reports
- Manage databases and search information quickly
- Use the right analysis tools to make informed decisions

Proposed Course Modules

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Who Should Attend

- HR Practitioners & Executives
- Payroll & Compensation Teams
- L&D and HR Operations Staff

Lead Trainer: Kelvin Ng

Microsoft Certified Trainer | Microsoft Office Master Specialist | Adobe Certified Expert
20+ years' experience training corporate clients across Malaysia, Singapore, Brunei, India, and beyond.