## BREAKTHROUGH PEFORMANCE FOR HRIN EXCEL

## **Course Objectives**

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- Prepare HR reports in double-quick time
  - Transform data from standard HR systems into meaningful and robust HR reports for management.

## About the course

This course trains you on relevant Excel functions that help you prepare your HR reports faster WITHOUT using the copy-paste function and manual calculations.

## What to expect:



Effectively calculate overtime hours



Track expiry dates of contracts, work permit



Profile employees using Pivot Table



Keep track of training budgets



Calculate anniversaries and age of employees



Create the perfect mail merge without manual editing



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Price: S\$ 700 Duration: 2 Days