The Modern Excel
for
HR Budgeting

+971 50 650 4236
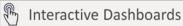
Table of Contents

HR Budgeting – The All-Encompassing Skills

A customizable course according to your company's requirements.

Duration

8 hours

Objectives

1. Introduction to HR Budgeting in Excel

2. Data Preparation for HR Budgeting

3. Essential Excel Functions for HR Budgeting

4. Building HR Budgets in Excel

5. Advanced HR Budgeting Techniques

6. Advanced Excel Features for HR Budgeting

7. HR Budgeting Automation with Macros

8. Real-world HR Budgeting Applications and Case Studies

This a completely hand-on lecture! No PowerPoint- students will be practicing on SharePoint and excel throughout the lecture.

Outline of Excel for HR Budgeting Course

1. Introduction to HR Budgeting in Excel

1.1 Understanding HR Budgeting

- Overview of HR budgeting and its significance
- Key components of HR budgeting in organizational planning

1.2 Excel Essentials for HR Budgeting

- Introduction to Excel tools and functions essential for budgeting
- Formatting and structuring data for HR budgeting

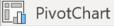### 1.3 Time-Saving Excel Shortcuts for HR Budgeting

- Keyboard shortcuts for efficient navigation and data entry
- Streamlining common HR budgeting tasks

2. Data Preparation for HR Budgeting

2.1 Data Collection and Organization

- Strategies for collecting HR budgeting data
- Organizing data for accurate and efficient budgeting

2.2 Importing and Cleaning Data

- Utilizing Power Query for importing and cleaning HR budgeting data
- Ensuring data accuracy and completeness

2.3 Data Validation and Quality Checks

- Implementing data validation rules for reliable budgeting data
- Conducting quality checks to identify and rectify errors

3. Essential Excel Functions for HR Budgeting

3.1 Basic Financial Functions

- Introduction to basic financial functions in Excel for HR budgeting
- Calculating expenses, revenue, and net income

3.2 Forecasting Techniques

- Implementing basic forecasting techniques for HR budgeting
- Utilizing moving averages and trend analysis

3.3 Advanced Functions for HR Budgeting

- Utilizing advanced Excel functions (IF, SUMIF, COUNTIF) for budgeting
- Applying functions for scenario analysis

4. Building HR Budgets in Excel

4.1 Creating a Basic HR Budget

- Building a simple HR budget model in Excel
- Linking budget components for a comprehensive view

4.2 Departmental Budgeting

- Allocating budgetary resources to different HR departments
- Creating department-specific budget sheets

4.3 Collaborative Budgeting with Excel

- Enabling collaborative budgeting using Excel's sharing and commenting features
- Version control and tracking changes in budgeting documents

5. Advanced HR Budgeting Techniques

5.1 HR Headcount Planning

- Forecasting and planning HR headcount for budgeting
- Incorporating employee turnover and growth projections

5.2 Benefits and Compensation Budgeting

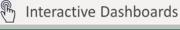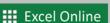- Calculating and projecting HR benefits and compensation costs

- Managing variable components of compensation

5.3 Variable and Fixed Expense Budgeting

- Distinguishing between variable and fixed HR expenses
- Developing strategies for cost control in budgeting

6. Advanced Excel Features for HR Budgeting

6.1 PivotTables for Budget Analysis

- Leveraging PivotTables for dynamic budget analysis
- Analyzing budget variances and trends

6.2 Data Visualization for Budget Presentations

- Creating charts and graphs to visually represent budget data
- Enhancing visualizations for effective budget presentations

6.3 Advanced Charting Techniques

- Utilizing advanced chart types for HR budgeting
- Incorporating interactive elements for better communication

7. HR Budgeting Automation with Macros

7.1 Introduction to Macros in HR Budgeting

- Basics of recording and running macros for automation
- Identifying opportunities for automation in HR budgeting

7.2 Advanced Macro Techniques for HR Budgeting

- Creating user-defined functions (UDFs) for HR budgeting tasks
- Automating complex budgeting workflows with VBA

7.3 Developing Budgeting Templates

- Designing and distributing standardized budgeting templates
- Ensuring consistency and accuracy in budget submissions

8. Real-world HR Budgeting Applications and Case Studies

8.1 Industry-specific HR Budgeting

- Tailoring HR budgeting techniques to industry-specific needs
- Analyzing real-world HR budgeting applications

8.2 Integrating External Data for Budgeting

- Connecting budgeting data to external databases, APIs, and financial systems
- Handling real-time data updates for dynamic HR budgeting

8.3 Expert Panel Discussion and Q&A

- Engaging with HR budgeting experts to discuss advanced applications
- Addressing participant questions and providing insights