



EXCEL FOR HUMAN RESOURCE PROFESSIONALS

PRACTICAL HANDS-ON TRAINING COURSE OUTLINE

From HR Records to Management Decisions

Learn to clean, analyse, automate and present HR data using real-world workplace scenarios - not Excel theory in isolation.

START DATE	DURATION	DELIVERY	TRAINING STYLE
5 November 2026	6 Weeks	Live via Zoom	80% Practical

Facilitator: Mr Emmanuel Nyirongo | 10+ Years of Experience

Regnum Solutions - Practical Workplace Training with Real Data

PROGRAMME OVERVIEW

A workplace-focused HR analytics programme

Designed for HR professionals who want to move beyond data entry and use Excel to produce accurate, timely and decision-ready HR information.

WHY THIS COURSE MATTERS

HR teams are expected to answer management questions quickly - often while working with scattered files, manual calculations and inconsistent employee records. This course turns those everyday pressures into practical Excel skills.

CLEAN Build reliable HR databases Standardise employee records, remove duplicates and improve data quality.	ANALYSE Answer management questions Use formulas, PivotTables and KPIs to understand the workforce.	PRESENT Turn data into decisions Create dashboards and management reports that clearly show what needs attention.
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Who should attend • HR Officers and HR Managers • Payroll and Compensation Officers • Recruitment and Talent Officers • Training and Development Officers • Administrators and HR Assistants • Anyone responsible for workforce data and reporting	By the end, participants will be able to • Build and maintain a clean employee master database • Automate HR alerts and routine calculations • Analyse leave, attendance, overtime and payroll • Measure headcount, establishment, recruitment and turnover • Build an interactive HR dashboard • Present concise insights and recommended management action
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THE COURSE JOURNEY

CLEAN	FORMULAS	TRACK	ANALYSE	REPORT	DASHBOARD
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Every week ends with a workplace output that participants can adapt for their own organisation.

WEEKS 1-2

Build the foundation, then automate the repetitive work

The first two weeks focus on creating reliable HR data and using formulas to turn routine checks into automated alerts.

WEEK 1

Building a Professional HR Employee Database

REAL WORKPLACE PROBLEM Employee information is often scattered across different spreadsheets, contains duplicates, inconsistent job titles and missing information.

Hands-on skills

- Designing an HR Employee Master File
- Excel Tables and structured database design
- Sorting and filtering large employee records
- Data validation and controlled dropdown lists
- Finding and removing duplicates
- Cleaning names, IDs, phone numbers and employee codes
- Text functions: TRIM, CLEAN, LEFT, RIGHT, MID and TEXT
- Conditional formatting for errors and exceptions
- Basic protection of key HR records

Practical challenge

Participants receive a deliberately messy employee database and must transform it into a clean, dependable HR master file.

WORKPLACE OUTPUT

Clean Employee Master Database

WEEK 2

Smart HR Formulas & Automation

REAL WORKPLACE PROBLEM HR teams spend too much time manually checking contracts, probation, appraisals, age, service length and incomplete records.

Hands-on skills

- IF, IFS, AND and OR
- COUNTIF / COUNTIFS
- SUMIF / SUMIFS
- XLOOKUP and IFERROR
- TODAY, YEAR, MONTH, DATEDIF and EDATE
- Calculating employee age and length of service
- Automating contract expiry alerts
- Probation and appraisal due flags
- 30-, 60- and 90-day HR action alerts
- Exception reporting: what needs attention now?

Practical challenge

Build an automated HR Action Tracker that flags contracts, probation, appraisals, retirement and incomplete records.

WORKPLACE OUTPUT

Automated HR Status & Alerts Register

WEEKS 3-4

Control leave, attendance, overtime and payroll

These modules focus on the areas where manual HR calculations often create delays, inconsistencies and avoidable cost.

WEEK 3

Leave, Attendance & Overtime Management

REAL WORKPLACE PROBLEM HR struggles to know who is on leave, who is frequently absent, how much leave remains and why overtime costs are increasing.

Hands-on skills

- Annual leave entitlement, leave taken and balance
- Sick leave, maternity/paternity leave and other leave categories
- Employees currently on leave and exhausted balances
- Attendance %, absenteeism % and late reporting
- Frequent absenteeism flags
- Overtime hours and overtime cost
- Overtime by employee and department
- Trend analysis using PivotTables
- Exception reporting for high-risk cases

Practical challenge

Management asks: "Why has our overtime cost increased this month?" Participants use the data to explain the drivers.

WORKPLACE OUTPUT

Leave Tracker + Attendance & Overtime Analysis

WEEK 4

Payroll & Workforce Cost Analysis

REAL WORKPLACE PROBLEM Payroll may be processed monthly, but management still needs to know what changed, why it changed and where the cost is coming from.

Hands-on skills

- Structuring payroll data for analysis
- Basic salary, allowances, overtime and gross pay
- Deductions and net pay analysis
- Payroll reconciliation and anomaly checks
- Salary analysis by department and grade
- Payroll movement and month-on-month variance
- Overtime as a share of payroll
- Workforce cost by department
- Writing concise payroll commentary for management

Practical challenge

Participants receive a monthly payroll file and must identify unusual movements, cost drivers and departments requiring attention.

WORKPLACE OUTPUT

Payroll Analysis & Management Report

WEEKS 5-6

Move from HR administration to workforce intelligence

The final teaching phase connects headcount, recruitment and turnover data before turning everything into a management dashboard.

WEEK 5

Headcount, Establishment, Recruitment & Turnover

REAL WORKPLACE PROBLEM Management needs to know whether the organisation is appropriately staffed, where vacancies exist and why employees are leaving.

Hands-on skills

- Total headcount and active headcount
- Permanent vs contract employees
- Headcount by department, location and grade
- Approved establishment vs actual headcount
- Filled positions, vacancies, overstaffing and understaffing
- Recruitment pipeline: vacancy to hire
- Applications, shortlisting, interviews, offers and hires
- Time-to-hire and recruitment conversion rate
- Employee exits and turnover rate
- Turnover by department, job category and exit reason

Practical challenge

Answer two management questions: "Where are we understaffed?" and "Why are we losing employees?"

WORKPLACE OUTPUT

Workforce Establishment + Recruitment + Turnover Report

WEEK 6

HR Dashboards & Management Reporting

REAL WORKPLACE PROBLEM Senior management needs clear, visual HR information without reading several worksheets and long narrative reports.

Hands-on skills

- PivotTables and PivotCharts
- Slicers and interactive filtering
- KPI cards and dashboard layout
- Headcount and establishment KPIs
- Attendance, leave and overtime KPIs
- Payroll and workforce cost KPIs
- Recruitment pipeline and time-to-hire
- Turnover and exit analysis
- Choosing the right chart for each question
- Writing management commentary: what happened, why it matters, what to do next

Practical challenge

Build a one-page interactive HR dashboard that allows management to see the workforce position at a glance.

WORKPLACE OUTPUT

Interactive Executive HR Dashboard

CAPSTONE PROJECT

You Are the HR Analyst

Participants bring everything together in a final workplace simulation using multiple HR datasets from one fictional organisation.

THE SCENARIO

You have been asked to prepare an executive HR review for management. You receive 500+ employee records together with payroll, leave, attendance, establishment, recruitment and employee exit data. The files contain inconsistencies that must be cleaned before analysis.

1. CLEAN	Find duplicates, errors, missing values and inconsistent employee information.
2. ANALYSE	Calculate the required HR KPIs and identify meaningful patterns.
3. INVESTIGATE	Find the departments, employees or processes requiring management attention.
4. BUILD	Create an interactive management dashboard with clear KPIs and visuals.
5. PRESENT	Explain what is happening, why it matters and what management should do next.

MANAGEMENT QUESTIONS THE CAPSTONE MUST ANSWER

- What is our actual headcount and how does it compare with approved establishment?
- Which departments have the highest absence, overtime or payroll cost?
- Which employee contracts or HR actions require immediate attention?
- How effectively are we recruiting into vacant positions?
- Where is turnover highest and what are the likely drivers?
- What are the top three actions management should take next?

PARTICIPANT TOOLKIT

Practical files participants will build and keep

The programme is designed around reusable workplace tools - not just exercises that disappear when the class ends.

✓ Employee Master Database	✓ Contract Expiry Tracker
✓ HR Action & Alert Tracker	✓ Leave Management Tracker
✓ Attendance & Absenteeism Analysis	✓ Overtime Cost Analysis
✓ Payroll Analysis Report	✓ Headcount & Establishment Report
✓ Recruitment Pipeline Tracker	✓ Employee Turnover Analysis
✓ HR KPI Reporting Pack	✓ Interactive Executive HR Dashboard

EXCEL SKILLS COVERED

Excel Tables • Data Validation • Conditional Formatting • IF / IFS • XLOOKUP • SUMIFS • COUNTIFS • Date Functions • PivotTables • PivotCharts • Slicers • Power Query • Data Cleaning • HR Analytics • Dashboard Design

THE REGNUM DIFFERENCE

NOT EXCEL THEORY. REAL HR WORK. REAL DATA. REAL WORKPLACE PROBLEMS.

Participants leave able to turn everyday HR data into accurate reports, stronger controls and better management decisions.

REGNUM SOLUTIONS

Organizations that Have been Trained

