

Our other
Management Development Programmes

Sl. No.	Programme Title	Dates
1.	Building Business Intelligence from Social Media	April 24, 2017
2.	Strategic Sourcing	May 1-2, 2017
3.	Online Payment Systems and Data Security	May 5, 2017
4.	Google: Search Engine Optimization and Search Engine Marketing (SEO and SEM)	May 18-19, 2017
5.	How to Summarize and Present your Business Data	May 29, 2017
6.	Effective Purchasing Skills	June 5-6, 2017
7.	A Consultants' Tool-Kit for Solving Strategic Problems & Enhancing Business Performance	June 29-30, 2017
8.	Enhancing Managerial Effectiveness	July 3-5, 2017
9.	Finance for Non-Finance Executives	July 10-12, 2017
10.	Quality Analytics	July 17-18, 2017
11.	Applied Marketing Research Techniques	July 20-21, 2017
12.	Developing an Intrapreneurial Mindset for Effective Leadership	July 24-25, 2017
13.	Advanced Excel Training	July 27-28, 2017
14.	Problem Solving and Decision Making	August 3-4, 2017
15.	Effective Communication for Women in the Workplace	August 9-10, 2017
16.	Advanced Microsoft Excel for HR Managers	August 22-23, 2017
17.	Product Management	August 28-29, 2017
18.	Decision Making Techniques for Managers	August 30-31, 2017
19.	Effective Communication and Presentation Skills	September 4-5, 2017
20.	Project Management	September 5-6, 2017
21.	Spreadsheet Modeling for Financial Analysis	September 7-8, 2017
22.	HR Analytics and Social Media	September 11-12, 2017
23.	Effective Negotiation Skills	September 13-15, 2017
24.	Digital Marketing: Winning Concepts and Practices	September 18-19, 2017
25.	Coaching & Mentoring for Personal and Professional Success	October 9-10, 2017
26.	Written Business Communication	October 26-27, 2017
27.	Assessing Geopolitical Risks for Doing Business in Asia-Pacific Region	November 9-10, 2017
28.	Advanced Microsoft Excel for Managers	November 15-16, 2017
29.	Restructuring and Business Valuations	November 20-21, 2017
30.	Making the Supply Chain Responsive	November 23-24, 2017
31.	Nurturing the 5th Dimension of Leadership	November 27-28, 2017
32.	Superannuation Planning	December 4-5, 2017
33.	Customer Management in a Digital Marketing Space	December 7-8, 2017
34.	Enhancing Assertiveness & Positive Attitude	December 11-12, 2017
35.	Strategic CSR: From Agenda Building to Impact Measurement	December 14-15, 2017
36.	Creating Winning Sales Teams	December 18-19, 2017
37.	Foreign Exchange Risk Management	December 21-22, 2017
38.	Managerial Leadership and Team Building	January 11-12, 2018
39.	Social Media Marketing and Social Listening	January 15-16, 2018
40.	Crisis Communication	January 18-19, 2018
41.	Data Analytics: Introduction to R Software	January 24, 2018
42.	Enterprise Risk Management for Creating Risk Intelligent Organisation	February 5-6, 2018
43.	Marketing Strategies for Winning in India and Emerging Markets	February 8-9, 2018
44.	Enhancing Personal Branding - Building Your Pathway to Professional Success	February 15-16, 2018
45.	Financial Reporting as per Converged Indian Accounting Standard	March 8, 2018

ABOUT THE INSTITUTE

Foundation for Organisational Research and Education (FORE), a non-profit autonomous organisation, was established in 1981 as a Center for Excellence for research, consultancy, training and management education by renowned professionals of global acclaim from Government and corporate sectors. With a view to meeting the needs of professional education of excellence in Management, FORE School of Management, New Delhi under the aegis of FORE was established in 1992. FORE has been working closely with industry and academia for developing contemporary new domains of managerial thought and education and contributing to the process of building leaders in today's global business environment. FORE has been setting benchmarks in management education for the last over 25 years. This is aptly reflected in the Top rankings by leading B-Schools surveys of the country and in a recent survey conducted by **CRISIL - a leading Ratings, Research, Risk and Policy Advisory Company in India - has rated FORE with A*** (the highest rating level) for the Delhi-NCR and A** for the National level for both the two-year PGDM and PGDM (IBM) Programs.** Located in the heart of South Delhi, FORE provides contextual learning and helps in the development of students as thinking professionals, who have the ability to meet the upcoming challenges for tomorrow's corporate leaders. The Programs offered at FORE aim at developing multiple skills including managerial decision-making, problem-solving, analytical reasoning, communications, creativity and innovation. The Institute has a Board of Directors with representatives from Government, academic institutions and industry. The Institute has also an Academic Council consisting of eminent professionals from industry, government and other academic institutions. FORE takes pride in its professional and high-quality faculty in the fields of Communications, Economics, Finance, Human Resource Management, Information Technology, International Business, Marketing, Operations and Strategy. The faculty are drawn from leading national and international institutions and industries who are engaged in extensive research and consultancy, and possess a myriad of management skills. Eminent personalities and senior corporate professionals are invited from time to time to share their experiences and discuss real world managerial practices and market opportunities and challenges.

With a sharp focus on Management Education, Management Development Programs, Consulting and Research, and with 38 full time well qualified faculty FORE stands amongst the Top Business Schools in the country.

FORE conducts MDPs to equip managers with knowledge, skills and attitudes required for effectively responding to global developments and competitive requirements. Our MDPs are designed with an appropriate blend of conceptual and experiential learning. Apart from open programs, FORE conducts customized In-Company Programmes tailored to suit organisation's needs on topics/areas specifically required by an organisation. These Management Development Programs (MDPs) are either custom-designed to suit client requirements or are offered by faculty on a specific theme to meet various client needs.

For any other information, please contact:

Executive Education Office

FORE School of Management

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Management Development Programme

on

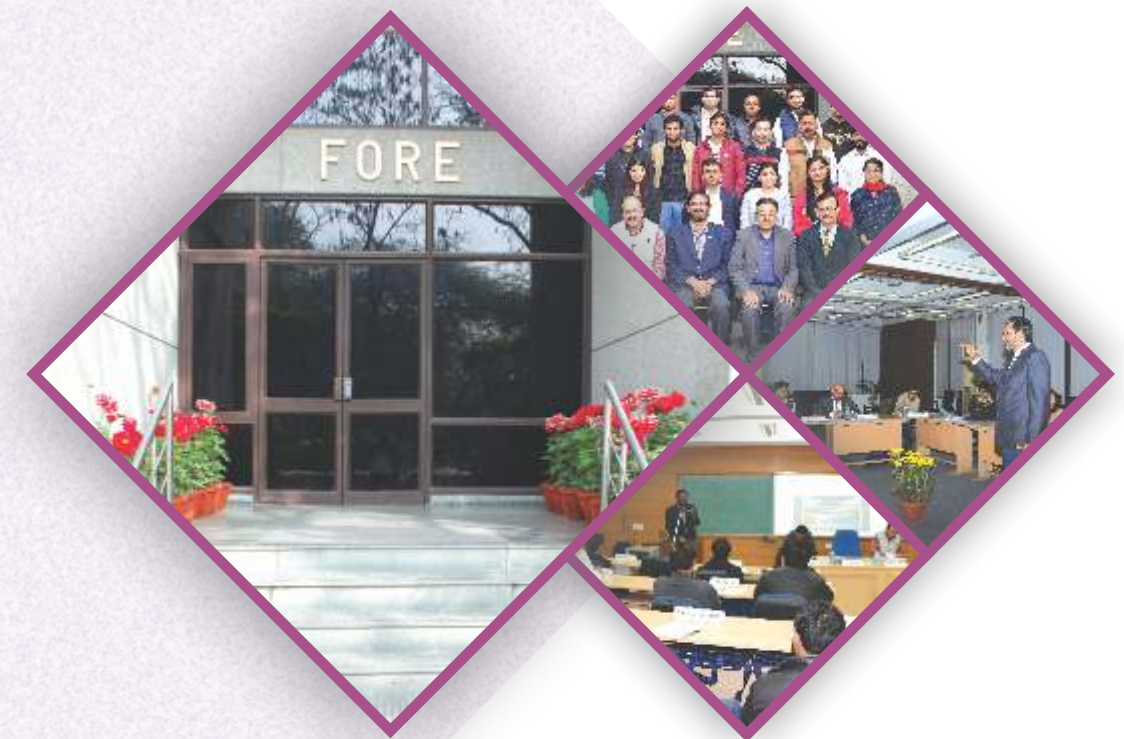
**Advanced Microsoft Excel
for HR Managers**

August 22-23, 2017

FORE Campus, New Delhi

Programme Director:

Prof. Rajneesh Chauhan



DESIGNED BY: ALPS PRINTERS

Imparting Knowledge for Exploring New Horizons



**FORE School of Management
New Delhi**

INTRODUCTION

Microsoft Excel and especially the later versions like 2013 are an industry standard that are found in most of the HR Departments today. In HR Departments, as organizations keep becoming bigger, more and more data is getting generated which calls for more and more Excel skills. Not only is it important to know Excel but also how fast a Corporate Citizen is with Excel.

A HR Manager's ability to understand data, ability to visually present the data, analyze data, take decisions based on data insights calls for a good in depth understanding of Excel. This course has been designed keeping this in mind. The data sets are made specifically keeping in mind the data sets that one sees in HR Departments.

OBJECTIVES

This program has been designed to take beginners of Excel in HR Departments to an Advanced usage of Excel. The course is a completely hands on Course.

CONTENTS

- Charts and Mini Charts
- Conditional Formatting of Data
- Sorting, Filters, Splicers, Advanced Tables
- Simple Calculations in Excel
- Logical Functions (IF, AND, OR, COUNTIF, SUMIF, AVERAGEIF)
- Date Functions and Text Formulas
- 3 Dimensional Formulas
- Lookups (Vertical and Horizontal)
- Using Multiple Excel Worksheets and Workbooks
- Pivots and Pivot Tables
- Power Pivot Basics
- Advanced Analysis - What if Analysis

METHODOLOGY

This is a completely hands on course. Desktops will be made available at FORE. But in case you are interested you are welcome to carry your own laptops with Excel 2013 as well.

WHO SHOULD ATTEND

Any HR practitioner who wants to improve his Excel skills and thus improve his / her productivity – in matters both professional and personal.

DURATION & VENUE

Dates: August 22-23, 2017

Venue: FORE School of Management, B-18, Qutub Institutional Area, New Delhi 110016

FEE

Non-residential: Rs. 16,000 per participant (plus GST @18%) covering professional fee, programme kit and tea/lunch.

Residential: Rs. 26,500 per participant (plus GST @18%) covering professional fee, programme kit and boarding and lodging (air conditioned single room) at Hotel Residency Resorts (P) Ltd./Qutab Residency, New Delhi or equivalent from **noon of August 21, 2017 till noon of August 24, 2017.**

Discounts

- Early bird discount of Rs. 2,400 per participant for nominations received on or before August 12, 2017.
- One complimentary nomination on non-residential basis for every group of three nominations from the same organization, i.e., 3+1 participants for the fee of 3 participants.

Fee is payable in advance by way of Local Cheque/DD in favor of "FORE School of Management" payable at New Delhi. You can also make online payment of fees by logging on to FORE website www.fsm.ac.in/mdpcalendar_201718.html

REGISTRATION

The registration form duly filled in along with the Programme fee should reach us at least 7 days before the commencement date of the Programme. You can also register & pay online by logging on to FORE website www.fsm.ac.in/mdpcalendar_201718.html. In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed. However, substitute(s) may be permitted with prior intimation.

CERTIFICATE OF PARTICIPATION

The Institute issues a certificate of participation on conclusion of the programme.

FACULTY

The faculty members of the Institute will take the programme sessions, except for a few sessions that may be taken by guest speakers

PROGRAMME DIRECTOR

Prof. Rajneesh Chauhan: He was with Infosys, where he was the "Operations & Strategy" Head for Enterprise Solutions, a strategic business unit with annual revenues of 1000 Million USD, 10,000 employees and CAGR of 33 %. He was a part of Infosys Senior Management, was two levels below the Global Infosys Board and reported into an Infosys Subsidiary Board member. With more than two decades in the area of Operations Management, IT & ERP, he has worked extensively with Fortune 500 clients across Asia-Pacific, Europe and Americas. Some of his Global Clients included Daimler Chrysler, Syngenta, Rio Tinto, Allstate, Firmenich. His Indian clients include Sesa Goa (Vedanta), Reliance Power, Maruti, JK Tyres, Jindal Steel, Group 4 Securitas, SAIL, Engineers India Limited, Power Grid, Ministry of Corporate Affairs (MCA21), Indian Railways, etc. Over the years he has worked extensively with Government, Public and Private Sector Clients. His interests include Operations Management, IT, Analytics and ERP. He has worked on a variety of Enterprise and Business Softwares including SAP, SAS, R Software, Microsoft Office Suite, Ramco ERP Suite, SPSS etc. He can be reached at: <rajneesh@fsm.ac.in>.

FORE School of Management
Management Development Programme

Advanced Microsoft Excel for HR Managers

August 22-23, 2017
Registration Form

Name: _____

Designation: _____

Organisation: _____

Office Address: _____

Phone: Office _____

Mobile: _____

Email: _____

Fax: _____

Your expectations from the Programme: _____

Residential / Non Residential _____

Payment Options

Online Payment

Programme fees can be paid through credit / debit card / net banking. Please logon to FORE website www.fsm.ac.in/mdpcalendar_201718.html for online registration and payment.

Offline Payment

Programme fees can be paid through Local Cheque / DD
If attached please give details

Local cheque / DD No. _____ Date _____ Amount _____

Signature

(Please return the completed form by post, or fax (011 2652 0509)
or email: exed@fsm.ac.in, to:

Executive Education Office
FORE School of Management
B-18, Qutub Institutional Area
New Delhi 110 016

Note: Please feel free to make copies of this form for additional registrations.