



Jan - Jun 2017 Training Schedule



Microsoft Office Training for Working Professionals & Managers

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Meet Our COO

Welcome to the last quarter for 2016 and Happy New Year in advance! As time flies past, don't forget about your Employee Performance Improvement Plan for 2017 -- October to January is traditionally the budgeting months for most organisations. So if you are preparing your plan also, please peruse the following information to find the perfect course for you or your staff.



Our energetic training advisor, Benjamin Annor, is currently assisting many of our clients with their employee development plans, so why not give him a call and see how we can assist you when it comes to creating an employee development strategy aligned to your organisational goals.

We look forward to seeing you on one of our events soon.


Rebecca Gyamfuah Danso
COO, Web & Software LLC.



Newly Introduced Courses

Data Analytics & Reporting with Excel

Duration: 2 days

Overview: Most managers or professionals who work with Excel are unable to use advanced tools and functions in Microsoft Excel for data management, analytics and reporting. This intensive, hands-on course demonstrates the full capabilities of the MS-Excel program for a wide range of data analysis and reporting including Macro Creation, Advanced Analysis, Data Importing, KPI monitoring and Enhanced Management Reporting.

Topics to be covered on this course include:

- Set up Excel databases and PivotTables to effectively use the same data for different purposes
- Develop projection and trend analysis spreadsheets to assist with management decision making and managing external factor risk.
- Import data directly from other applications to make a wider range of information available for analysis
- Conduct advanced analysis, KPI tracking, sensitivity and margin analysis to help highlight issues in data
- Take advantage of Excel's many specialized features to produce management reports, quickly and easily
- Master automatic creation of graphs and charts to help illustrate key business issues and trends
- Utilize Macros and advanced functions to save time when manipulating data and automating the production of management reports and charts
- *and many more.*

Creating Management Dashboards and Advanced Reporting with Excel

Duration: 2 days

Overview: The creating management dashboards and advanced reporting course has been designed to show working professionals and managers how to highly interactive eye-catching dashboards and reports. Participants during this training will learn to setup and develop a high-level overview dashboards that answers key management or business questions.

Topics to be covered on this course include:

- Overview of management dashboards and advanced reporting
- Analysing and designing management/end user requirements
- Understanding the data framework for dashboards and advanced reports and how to quickly setup your data
- Techniques for writing functions that can automatically changed based on "end user feedback"
- Creating interactive charts and data visualisation that update automatically
- Master PivotTable techniques that can be used to develop components of your dashboards and reports
- Using Macros to automate updating of dashboards and reports



January – July 2017 Training Schedule

Open to Public Courses		
Course Name	Type	Period
Excel Refresher Course for Managers	Onsite / Public	Jan
Advanced Data Analytics & Reporting with Excel	Onsite / Public	Mar
Advanced Data Analytics & Reporting with Excel	Onsite / Public	Mar
HR Data Intelligence	Onsite / Public	Jan
Budgeting and Forecasting with MS Excel	Onsite / Public	Jul
Risk Modelling with MS Excel	Onsite / Public	Feb Jun
Managing Projects with MS Project	Onsite / Public	Jun
Creating Management Dashboards and Advanced Reporting	Onsite / Public	Mar
Financial Data Analytics & Reporting with Excel	Onsite / Public	Jan May Jun
Advanced Financial Data Analytics & Reporting with Excel	Onsite / Public	Jun
Financial Data Consolidation and Modelling	Onsite / Public	Mar May
Payroll Modelling with MS Excel	Onsite / Public	Feb Jul
HR Data Analytics and Reporting with Excel	Onsite / Public	Mar Jun
Advanced HR Data Analytics and Reporting with Excel	Onsite / Public	Jul
Delivered Upon Request		
Course Name	Type	Duration
Practical MS Excel/Outlook/PowerPoint/SharePoint/Visio/Word for Working Professionals and Managers	Onsite	1-3 Days
Visual Basic Programming for MS Excel	Onsite	1-5 Days
HR Monthly Report Automation	Onsite	1-5 Days
Developing HR Apps (Leave, Compensation, Succession, Performance, etc)	Onsite	1-5 Days
Creating Apps and Models with Excel	Onsite	1-3 Days

NOTE: Programmes, schedule, fees, and faculty are subject to change.



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