Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

BUSINESS

Training Course on Microsoft Excel for Human Resource Professionals

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
10 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE
P.O. Box 102802-00101, Nairobi, Kenya
Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy
Tel: +254 724 527 104 | +254 734 969 612
Email: training@datastatresearch.org
www.datastatresearch.org

Training Course on Microsoft Excel for Human Resource Professionals

Business • 10 Days Intensive • Accredited Certification

Course Overview

The Training Course on Microsoft Excel for Human Resource Professionals is specifically design
capabilities to streamline HR operations, manage employee data, and make data-driven decisions

Key Skills & Software Tools Covered

Microsoft Excel • HR Analytics • Data Analysis • Reporting • Dashboard Design

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
5 Jan 2026 – 16 Jan 2026	Nairobi	Classroom / 10d	**$3,000 USD / KES 220,000**
5 Jan 2026 – 16 Jan 2026	Kigali	Classroom / 10d	**$6,000 USD / KES 110,000**
5 Jan 2026 – 16 Jan 2026	Dubai	Classroom / 10d	**$10,000 USD / KES 110,000**
5 Jan 2026 – 16 Jan 2026	Cape Town	Classroom / 10d	**$9,000 USD / KES 110,000**
5 Jan 2026 – 16 Jan 2026	Addis Ababa	Classroom / 10d	**$6,000 USD / KES 110,000**
5 Jan 2026 – 16 Jan 2026	Singapore	Classroom / 10d	**$10,000 USD / KES 110,000**
5 Jan 2026 – 16 Jan 2026	Istanbul	Classroom / 10d	**$10,000 USD / KES 110,000**
5 Jan 2026 – 16 Jan 2026	Bangkok	Classroom / 10d	**$10,000 USD / KES 110,000**
5 Jan 2026 – 16 Jan 2026	Accra	Classroom / 10d	**$8,000 USD / KES 110,000**
19 Jan 2026 – 30 Jan 2026	Nairobi	Classroom / 10d	**$3,000 USD / KES 220,000**
19 Jan 2026 – 30 Jan 2026	Kigali	Classroom / 10d	**$6,000 USD / KES 110,000**
19 Jan 2026 – 30 Jan 2026	Dubai	Classroom / 10d	**$10,000 USD / KES 110,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Training Course on Microsoft Excel for Human Resource Professionals

Microsoft Excel is an essential tool for Human Resource (HR) professionals, offering a wide range of functionalities that enhance data management, analysis, and decision-making. The Training Course on Microsoft Excel for Human Resource Professionals is specifically designed to help HR practitioners leverage Excel’s capabilities to streamline HR operations, manage employee data, and make data-driven decisions. From tracking employee performance to generating detailed reports, Excel empowers HR professionals to perform a variety of tasks efficiently and accurately.

In this course, participants will explore key Excel features and tools tailored to HR needs, including data entry, employee record management, payroll calculations, and performance analysis. The training emphasizes practical applications, ensuring that participants gain hands-on experience with the most relevant Excel functions used in human resources. By mastering Excel, HR professionals can significantly improve productivity, reduce manual errors, and enhance the overall effectiveness of HR processes.

Excel’s ability to handle large datasets, automate repetitive tasks, and create customized reports makes it indispensable for modern HR operations. Whether it's generating workforce analytics, budgeting for HR needs, or creating employee databases, HR professionals must be proficient in Excel to optimize their workflows. This course will equip participants with the skills needed to use Excel effectively for HR-specific functions and drive organizational success through data-driven insights.

Course Duration

10 Days

Course Objectives

- Understand the basic and advanced features of Microsoft Excel.
- Learn to create and manage employee records and databases.
- Master Excel tools for payroll management and salary calculations.
- Gain proficiency in creating HR-specific reports and dashboards.
- Learn to use Excel for analyzing employee performance and HR metrics.
- Understand how to apply Excel functions like VLOOKUP, HLOOKUP, and INDEX-MATCH.
- Develop skills to automate HR tasks and reduce manual data entry.
- Gain knowledge in using Excel for budgeting and workforce planning.
- Learn data validation and protection techniques to ensure data integrity.
- Improve decision-making and reporting efficiency through Excel-based data analysis.

Organizational Benefits

- Streamlined HR processes through efficient use of Microsoft Excel.
- Enhanced data accuracy and reduced manual errors in HR operations.
- Improved decision-making capabilities through data-driven insights.
- Time-saving automation of repetitive tasks such as payroll and employee data entry.
- Increased productivity of HR teams by reducing the time spent on manual calculations.
- Creation of detailed, customized reports that enhance communication and transparency.
- Better management and tracking of employee performance and workforce metrics.
- Enhanced ability to forecast HR needs and budget effectively using Excel tools.
- Improved data security through proper data validation and protection techniques.
- Increased employee satisfaction through efficient management of HR processes and tasks.

Target Participants

- HR professionals and HR managers looking to improve their Excel skills for HR tasks.
- HR assistants and specialists involved in data management and reporting.
- Payroll coordinators responsible for salary calculations and employee benefits.
- HR analysts involved in workforce planning, budgeting, and performance tracking.
- Recruitment professionals managing candidate databases and applicant tracking systems.
- Learning and development coordinators using Excel for training and performance data.
- Business owners and managers who oversee HR functions in smaller organizations.
- Administrative staff seeking to optimize HR-related workflows using Excel.

Course Outline

Module 1: Introduction to Excel for HR Professionals

- Overview of Excel interface and essential functions.
- Understanding spreadsheets, workbooks, and worksheets.
- Basic Excel operations: data entry, formatting, and navigation.
- Introduction to Excel formulas and functions for HR tasks.
- Case study: Creating a simple employee database.

Module 2: Managing Employee Records and Data Entry

- Structuring employee data in Excel for easy access and analysis.
- Using Excel tables to manage employee records.
- Sorting, filtering, and organizing employee information.
- Techniques for entering and validating data effectively.
- Case study: Building a comprehensive employee database.

Module 3: Payroll Management and Salary Calculations

- Creating payroll spreadsheets and calculating employee salaries.
- Using basic Excel functions (SUM, AVERAGE, etc.) for payroll tasks.

- Automating salary calculations with conditional formulas.
- Managing deductions, bonuses, and overtime in payroll spreadsheets.
- Case study: Developing an automated payroll calculation model.

Module 4: HR Reporting and Dashboards

- Introduction to HR reporting and why it’s important.
- Creating basic HR reports (attendance, leave, compensation).
- Designing and formatting HR dashboards for data visualization.
- Using charts and graphs to present HR data effectively.
- Case study: Creating a workforce attendance dashboard.

Module 5: Advanced Excel Functions for HR Analytics

- Mastering VLOOKUP, HLOOKUP, INDEX, and MATCH functions.
- Using PivotTables and PivotCharts for data analysis.
- How to summarize employee data with advanced formulas.
- Advanced filtering and grouping for performance analysis.
- Case study: Analyzing employee performance data with PivotTables.

Module 6: Data Validation and Protection Techniques

- Importance of data integrity and how to ensure it in HR spreadsheets.
- Using data validation tools to control data entry.
- Protecting sensitive HR data with passwords and access restrictions.
- Auditing data for accuracy and consistency.
- Case study: Validating and protecting sensitive HR data in a database.

Module 7: Budgeting and Workforce Planning with Excel

- Using Excel for HR budgeting and financial planning.
- Creating and tracking HR department budgets in Excel.
- Analyzing staffing needs and workforce costs with Excel.
- Forecasting HR expenditures and managing departmental budgets.
- Case study: Developing a workforce planning spreadsheet.

Module 8: Performance Tracking and Metrics Analysis

- Using Excel to track employee performance and productivity.
- Setting up employee performance metrics and tracking systems.
- Analyzing employee performance trends using Excel functions.
- Creating performance review templates in Excel.
- Case study: Developing an employee performance evaluation spreadsheet.

Module 9: Automating HR Tasks with Excel

- Introduction to Excel macros and automation.
- Recording and editing macros for HR tasks.
- Automating repetitive HR tasks such as report generation.
- Streamlining data collection and reporting with Excel automation.
- Case study: Automating leave and attendance reporting.

Module 10: Final Project and Review

- Overview of the key Excel functions learned in the course.
- Hands-on practice: Completing a final HR-related project.
- Reviewing advanced Excel functions for HR professionals.
- Analyzing data from an HR scenario and presenting solutions.
- Case study: Creating a comprehensive HR data analysis report.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/training-course-on-microsoft-excel-for-human-resource-professionals to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.