

Balance Scorecards & Operational Dashboards In Microsoft Excel For HR Professionals



Introduction

Program Dates

**April 26th–27th, 2016
Tuesdays & Wednesdays
9:00am - 5:00pm**

Participants:

**New & Experienced HR
Managers, Compensation
& Benefits Professionals,
HR Rewards & Pay-
roll Professionals,
and anyone who perform
HR Functions in their
organizations on daily
basis**

Workshop Fee

**PKR 22,000/- per
Participant, Includes
course material, IBA
workshop certificate,
Group Photo, Refresh-
ments, and Business
Networking**

The rate of change in the business world is accelerating. To get ahead – in fact, to just keep up – organizations of all types must accelerate their strategic performance. They have to work with higher performance, more precise focus, and better strategic alignment. For this to happen, all parts of the organization must clearly understand and be firmly aligned with strategic goals. In the last two decades, a strategic management system has been developed that enables organizations to achieve the clarity and alignment necessary to accelerate strategic performance. That system is the Balanced Scorecard.

There are two reasons for measures and targets. One is to drive change in behavior, and the other is to drive change in processes. It is that simple! It is also that important!

If you pick the wrong measure, you drive change in the wrong direction. If you pick a target that's too easy, you don't motivate people with enough challenge, and you may leave unrealized gains on the table. If you pick a target that's too difficult, you overwhelm people. You need to get the right metric with a target that is a stretch, but is achievable.



Trainer's Profile

Rahim Zulfiqar Ali is one of the Youngest Microsoft Excel Corporate Trainer in Pakistan. He is teaching Microsoft Excel for the last 5.5 years. Rahim believes in continue to grow, strive to remain as adaptable, Motivated and responsive to his excel users. He welcomes innovation and he is open to new ideas always.

- Microsoft Office Specialist (MOS) EXPERT in Excel 2010 / 2013.
- The First Pakistani to complete all Excel 2013 Microsoft Certifications in 2015.
- Founder & Chief Spreadsheet Officer at ExcelBasement.org
- 3rd in Pakistan & Top 20 in World - BrainBench.com Excel Rankings.
- Visiting Faculty at Institute of Business Administration (IBA) for MS Excel
- Expertise in creating Dashboard Reports, Financial Models, Power Pivot, Advanced & Complex formulas in Microsoft Excel.
- Representing as Community Partner at modeloff.com in yearly competition of World Financial Modeling Championship.
- Supports EXCEL.TV (Team of Excel Experts from USA)
- Successfully completed "Excel 2013 Power BI Fundamentals" course from Microsoft Virtual Academy.
- 5+ years of experience as Finance Officer & Business Analyst at United Bank Limited from 2009 to 2014 in Finance Division.

COURSE OUTLINE :

- Accelerating Strategic Performance
- Developing Your Strategic Foundation
- Preparing to Build Your Balanced Scorecard
- Step-by-Step to Building Your Strategy Map
- Step-by-Step from Strategy to Action
- Step-by-Step to Selecting Metrics and Setting Targets
- Step-by-Step to Developing Your Implementation Plan
- Developing Executive and Operational Dashboards
- Mapping Your Operational Processes
- Identifying Critical Metrics and Key Performance Indicators
- Creating Dashboards for Decision Making
- Using Microsoft Excel for Balanced Scorecards and Dashboards
- Working with Lists and Tables of Data
- Controlling Charts with Menus, Combo Boxes, and Buttons
- Identifying Targets and Displaying Alerts
- Finishing Touches

For Registration

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