



MS Office Advanced Skills for HR Professionals MS Office 高级应用—人力资源专题

目标与内容 Objectives and Content

This course is based on the practice in human resource management and takes in consideration the particular needs of HR professionals for MS Office skills. It deals with information communication, data management, statistics and analysis, presentation skills, document security, etc. The cases discussed during class are all taken from actual work. They help trainees to quickly master the advanced skills in MS Office, thus improving their work efficiency.

本课程以人力资源管理工作为基础，从 HR 专业人士应用软件的需要出发，涉及 HR 人员的日常管理、信息交流、以及数据的管理、统计、分析、展示、和文档安全等内容。培训的案例取自 HR 工作实际，能帮助学员迅速掌握 MS Office 软件在 HR 相关领域的高级应用技能，提高工作效率。

参加对象 Target Group

This course is designed for staff from human resource department or with related position.

从事人力资源和相关工作的各类人员

日期 Schedule

January 15-16,
April 23-24,
July 26-27,
October 22-23,
2018

价格 Price

Members:
RMB 1600
Non-members:
RMB 1800

Fee includes lectures, course materials and lunch.

包括会务，资料费，午餐费。

语言 Language

Chinese 中文

大纲 Outline

- Creating a Long Documents such as an Employee Handbook
- Creating Organisation Charts
- Getting Familiar with Templates of Common Documents
- Managing Mails by Using Advanced Features in Outlook
- Using Excel Controls to Design Different Questionnaires
- Calculating Survey Results Automatically
- Creating Standardised Personnel Information Data Structures by Using Excel Lists
- Using Conditional Formatting to Set Up a Contract Expiration Reminder
- Applying Functions to Calculate Employee's Working Years and Social Security Charges
- Analysing Comprehensively Various Personnel Information
- Salary Management: Using Pay Grading Charts
- Performance Assessment: Using the Radar Charts to Analyse Staff Competence
- Expense analysis: using Dynamic Charts to Show Expenses
- Training Demand Analysis: Using Bubble Charts to Show Different Demands
- Protecting Confidential Information of HR
- 制作“员工手册”类的长文档
- 制作组织结构图
- 熟悉常用文档模版
- 使用 Outlook 高级功能管理邮件
- 用 Excel 窗体控件设计各种调查表
- 自动统计调查结果
- 用 Excel 列表建立规范的人员信息数据结构
- 利用条件格式进行合同到期提醒
- 应用函数自动计算工龄和社保费用
- 组合分析各类人事信息
- 薪酬管理：工资级差图
- 绩效考核：用雷达图分析员工能力
- 各类费用分析：用动态图表展示费用情况
- 培训需求分析：用气泡图表示需求
- 保护 HR 机密信息

培训顾问 Trainers

The VenusTrain Instructor Team:

VenusTrain, established in 1993, is dedicated to providing target-oriented computer training services to many multinational enterprises, such as Siemens, GM, Volkswagen, Dell, Roche, etc.

The instructors of VenusTrain are not only experts in computer technology, but, most importantly, they are also good at communicating and willing to share their knowledge with trainees. They pay close attention to improve trainee's ability of applying computer skills to practical work.

The instructors have benefited many clients and, therefore, they have been popularly recognised and trusted.