THE MAGIC OF DIANNE AULD
TRANSFORM YOUR REWARD WORK USING EXCEL

Excel classes developed to help you master skills specific to comp & ben work not taught in any general Excel course.

NEW DIPLOMA FORMAT TO ADD TO YOUR CV

LEVEL 1

Dianne Auld Diploma:
EXCEL FOR REWARD PRO – LEVEL 1

LEVEL 2

Dianne Auld Diploma:
EXCEL FOR REWARD PRO – LEVEL 2

FIVE afternoon masterclasses for those who want to immediately elevate their skills:

LIVE STREAMING

- Grading Maps
- Transforming Reward Data with Macros
- Excel Power Query
- Excel Dashboards
- Using regression Analysis and Dynamic Arrays

Unlike other Excel courses, these classes have been specially developed to help you master skills specific to compensation and benefits work not taught in any other general Excel course. These courses are UNIQUE.

Learn how to put these ideas and methods into practice when you get back to the office.

Master skills specific to compensation and benefits work not taught in any other general Excel course

Reward professionals today require a high level of proficiency in Excel in order to effectively analyse remuneration data. They need to know how to use pivot tables, charts, advanced data and formatting techniques, Lookup, If and statistical formulas.

Having the required proficiency in these areas can make the difference between taking three minutes to do a job or three hours. What's more, gaining this understanding can enable reward practitioners to concentrate on extracting insights from the data rather than wasting time crunching numbers.

E-reward.co.uk has commissioned Dianne Auld to design, develop and deliver a programme of Excel classes focused and tailored so that we cover all of the essential Excel skills that are relevant to the needs of reward professionals. The diplomas, offer you the opportunity to enhance your learning as you progress from Level 1 foundational diploma to Level 2, the expert level.

The typical reaction from delegates attending Dianne's Excel for Reward courses is: 'If only I'd known how to do this last week!'

- Learn skills specific to compensation work not taught in any standard Excel course.

- Save hours of work when you import, merge and format large amounts of data for analysis.

- Enhance your ability to analyse mountains of data in seconds with professional looking charts and Pivot Tables.

Unlike other general Excel training, our classes have been specially developed to help you master skills specific to compensation and benefits work not taught in any other general Excel course. They are delivered by a reward expert. These courses are UNIQUE.

'I attended two masterclasses, Excel Power Query and Excel Dashboards. I really enjoyed both courses, but the Excel Power Query has been the most useful to me. I use Excel all the time in my role and the ability to format, build and refresh data files in Power Query has already saved time and reduced some of my workload. The ability to merge the different data files in to one has just been so useful. I only wish I had done the course years ago!

I enjoyed Dianne's friendly presentation style. She is extremely knowledgeable and explained the techniques in a clear but comprehensive way. Having all the documentation to refer back to has also helped me so I was able to refer back to it when I wanted to try it for myself.'

Anne Farquhar, Sanctuary Housing.

Enrol now on our courses so that you can be confident about enhancing your Excel skills in the workplace. You will have the powerful Dianne Auld training name on your CV, as a quality mark of achievement in Excel for Reward. You can also be confident that you will possess the enhanced Excel skills for reward being sought by today's employers.

'All of Dianne's courses are so useful. Each one gave me something practical that I could see myself using in my role. Dianne showed us so many tricks and tools in Excel which have helped me to work more efficiently. She uses real reward examples so you can apply what you have learnt in your day job.

It's saved me so much time – previously I was manipulating data to get the output I wanted. Dianne's courses have really given me the tools and confidence to try new things within Excel.

In reward, we work with data constantly, so being able to optimise how I use Excel to really get the most out of it and avoid the risks that come with manual data manipulation is really fantastic.'

Susie Godfrey, Allen Overy.

Two superb Excel diplomas (in person) tailor made for reward professionals . . .

Dianne has worked with E-reward to carefully devise a study programme to assist reward professionals with their day-to-day tasks in Excel.

Start with the Reward Pro Level 1 diploma if you work with Excel on a regular basis, have good navigational skills in Excel, and can enter and edit formulas.

Leap up to the more advanced Reward Pro Level 2 diploma once you have completed the intermediate course or if you consider yourself to already be at intermediate to advanced level. A rule of thumb is, you should be able to write Vlookup and If formulas and create charts.

These Excel for Reward Pro diplomas – Level 1 and Level 2 – include sleek visual and audio demonstrations of tasks reward professionals need to perform in their job function. During these demonstrations, students follow the instructions being highlighted by Dianne, and immediately afterwards undertake a parallel exercise on their own, with teacher guidance, to cement the learning.

The diploma is awarded to those who attend all modules of the London course and complete all of the training exercises.

. . . and five separate masterclasses (virtual) for those needing short intense training in some Excel for Reward essentials

These five short (two to three hours' duration, live-streamed) targeted masterclasses cover fundamental Excel skills required to analyse and visualise market and organisation remuneration information: grading maps, macros, power query, dashboards, regression analysis and dynamic arrays.

They have been created for reward, HR and payroll professionals who would like to enhance essential Excel skills, and massively increase their productivity when transforming, compiling, analysing and presenting data. For those who already have a good working knowledge in Excel, these masterclasses will provide you with the expertise and skills to use Excel at a higher level.

We would like students to leave the masterclasses thinking: 'Wow, I didn't know this was possible, but after the demonstration and with the resources supplied, I feel confident enough to apply the learnings to my own work'.

'Power Query was the most useful course for me. It helped me to complete our gender pay analysis much faster than with the previous manual method. The course was easy to follow, Dianne explained everything and talked us through step by step. She is really good at explaining complex formulas in a simple way.

The measures feature is a God send!!! I don't know how I ever managed without it . . . Thanks to Dianne's course I am more productive as I have more time to spend on the narrative and answering the why added value questions that companies so need to understand. Thanks Dianne.'

Samantha Reid, former Chevron employee.

Your tutor

Dianne Auld, GRP, CCP, CSCP, is the founding member of Auld Compensation Consulting, operating out of Cape Town, South Africa. Her consulting work around the world covers all areas of total rewards, including reward strategy, base pay management, job evaluation, pay structuring, incentive design and sales compensation. She has developed and taught Excel and rewards courses in Africa, the Middle East, Asia, Europe, and the United States.

As a WorldatWork faculty member, Dianne teaches the GRP reward qualification courses in Southern Africa. She is the author of *Dianne Auld's Excel Tips*, 3rd edition. Dianne has developed and recorded several e-learning products for WorldatWork, including Excel Skills, Advanced Excel Skills and Pay Structures. She is an honorary life member of the South African Reward Association (SARA) and an accredited Master Reward Specialist.

'Dianne's Excel reward training is fantastic. It gave me practical Excel skills for use in reward as well as great theory on how to set up and update pay structures. So many benefits from attending! It's all fantastic!'

Susan Maclean, Micro Focus.

DIANNE AULD DIPLOMA:
EXCEL FOR REWARD PRO – LEVEL 1

Transforming, Analysing, Connecting & Visualising Reward Data

Level	Intermediate to Advanced.
Qualification	Yes, diploma awarded on successful completion of training exercises and 100% attendance of all modules.
Date	Check web site for next class: www.e-reward.co.uk
Location	London.
Duration	Two days, 9am-5pm (UK).
Format	Highly practical course designed to help you master Excel skills specific to comp & ben work not taught in general Excel course. Very interactive with lots of practical exercises. Includes sleek visual & audio demos of tasks reward pros need to perform in their job function. During these demos, students follow the instructions being highlighted by Dianne, then immediately afterwards undertake a parallel exercise on their own, with teacher guidance, to cement the learning.
Fees	£1,095 + VAT per delegate.
Course materials	PDF workbook with detailed (click-by-click) instructions on how to carry out every function demonstrated by Dianne during the class. Excel files with all the training & exercise spreadsheets used during the class.
Criteria for attending	A good basic to intermediate understanding of Excel. Should work with remuneration data Excel on regular basis. Have good navigational skills in Excel; able to select, copy, move, paste, edit & sort data with ease. Comfortable with working with large amounts of data & entering/editing formulas.
Content **Day #1**	**Transforming, Analysing & Connecting Reward Data** • Customising quick access toolbar • Transforming payroll/HRIS data using Data Text to Columns, Formulas & Flash Fill • Rounding numbers, custom formatting & working with dates • Using Sum, Lookup & If Formulas: Autosum, Vlookup – exact or closest match, Hlookup, Iferror, If • Calculating statistics for reward data – Count, CountA, Countif, mean, median, mode, quartiles, percentiles, minimum, maximum
Content **Day #2**	**Analysing & Visualising Reward Data** • Ageing market data, market comparison & conditional formatting • Graphing data using column, bar, line & pie charts; formatting & editing charts • Using Goal Seek to reach a desired result • Creating, formatting & editing pivot tables & pivot charts; using slicers with pivots • Using scatter charts & regression analysis to create pay scales & predict pay

DIANNE AULD DIPLOMA:
EXCEL FOR REWARD PRO – LEVEL 2

Advanced Analysis of Reward Data Using Formulas /Creating Excel HR & Reward Dashboards

Level	Advanced.
Qualification	Yes, diploma awarded on successful completion of training exercises and 100% attendance of all modules.
Date	Check web site for next class: www.e-reward.co.uk
Location	London.
Duration	Two days, 9am-5pm (UK).
Format	Highly practical course designed to help you master Excel skills specific to comp & ben work not taught in general Excel course. Very interactive with lots of practical exercises. Includes sleek visual & audio demos of tasks reward pros need to perform in their job function. During these demos, students follow the instructions being highlighted by Dianne, then immediately afterwards undertake a parallel exercise on their own, with teacher guidance, to cement the learning.
Fees	£1,095 + VAT per delegate.
Course materials	E-book: *Dianne Auld's Excel Tips: Featuring compensation & benefits formulas*. Excel files with all the training & exercise spreadsheets used during the class.
Criteria for attending	Should have completed the Level 1 diploma course or similar intermediate course or have equivalent knowledge. Should be comfortable with writing Excel formulas, using pivot tables & creating charts. Should be proficient using Vlookup & If formulas.
Content **Day #1**	**Advanced Analysis of Reward Data Using Formulas** • Lookup & reference formulas #1: Xlookup, Vlookup, Hlookup, Match, Iferror, IFNA, columns, named ranges • Lookup & reference formulas #2: Scroll bars, Indirect, Index, Offset, Choose, Chart linked to a spin button • Suite of If formulas: If, If(Or), If(And), Countif, Sumif, Averageif, Minifs, Maxifs • Array formulas & dynamic arrays: Legacy & Microsoft 365 array formulas; Unique, Sort & Filter Formulas
Content **Day #2**	**Creating Excel HR & Reward Dashboards** • Data validation & protection • Dashboards presentation • Creating a formula driven market comparison dashboard • Creating a pivot chart HR stats dashboard • Adding icons, text boxes & customised slicers to an increase dashboard

FIVE MASTERCLASSES TO TRANSFORM YOUR REWARD WORK USING EXCEL

Level	Intermediate.
Qualification	No.
Date	Check web site for next class: www.e-reward.co.uk
Location	Your PC via Zoom, live streamed.
Duration	5 afternoon (Thursday) sessions, 1pm-3pm or 4pm (UK); classes spread over 10 weeks, with 2-week gap between each class.
Format	Intensive & instructional tutor-led, deep-dive demonstration. Limited delegate participation/interaction. Simply watch & take notes, if desired - don't try to follow along with Dianne's demo on your PC, as she proceeds at a smart pace.
Fees	Attend all five masterclasses: £795 + VAT per delegate. Attend one individual masterclass: £195 + VAT per delegate.
Course materials	Access to video recording of live-streamed masterclass for 90 days. Excel spreadsheets demonstrated during class & detailed instructions, so you can replicate functionality with your own reward data. Dashboards – see gender equity analysis dashboard on our web site.
Criteria for attending	Good intermediate to advanced knowledge of Excel. Should work with HR, reward or payroll data in Excel on daily basis. Should be comfortable using Excel formulas, creating charts & pivot tables.
Content	**#1: Creating Self Updating Grading Matrices** • Use Power Query to create source data for grading matrix from payroll / HRIS data. • Create grading matrix that updates automatically from a list of functions, jobs & grades. • Add extra dimension / drop-down to grading matrix, so organisation can have a separate grading matrix for company, geographical area or business unit – all reading from same list of jobs. • Record a macro that will adjust every grading matrix in the file to show required number of rows per grade. • Update all grading matrices from payroll / HRIS data with two clicks. • Create grading matrices using formulas (legacy Excel) or dynamic arrays (Microsoft 365).

Content	**#2: Transforming Reward Data with Macros**
	Record & run macros:

- Enable Developer menu to work with macros
- Record macros to automate repetitive tasks
- Run macros using key strokes or by assigning them to a shape
- Edit, re-name & delete macros
- Debug macros
- Set macro security settings

Write simple macro code:

- Work with Visual Basic Editor
- Write simple macros from scratch
- Declare variables & work with operators in macros
- Use input & message boxes to get user input
- Apply simple conditional structures in macros
- Use loop structure in a macro

#3: Using Excel Power Query to Transform your Reward Work

- How to merge & transform three monthly files of labour turnover data for use in pivot table, then load / transform the next three monthly files & update pivot table with a single click.
- How to calculate medians per gender / job title.
- How to scrape exchange rate data from web, use data in a formula to convert multi-country salaries to single currency, & update data with single click.
- How to pivot employee salary data into different business units for use in scatter charts & pay structure design.
- How to unpivot problem sales commission data for use in analysis.
- Power Query's AI capability of adding a column based on examples.

#4: Designing Powerful Excel Dashboards

- Important dashboard design principles.
- Brief introduction to Power Query & Power Pivot & Macros – super-efficient tools for transforming reward data & merging different tables for use in analysis.
- How to create an interactive gender equity analysis dashboard using Power Query, Power Pivot, icons, text boxes, colour coded charts, customised slicers to drill down by level, department or location.
- Power Pivot & Power Query are standard from Excel 2016 onwards & can be added into Excel 2013.
- Dianne's Dashboard design principles can be used with any version of Excel & can be used with standard employee data & pivot tables.

#5: Using Regression Analysis & Dynamic Arrays to Transform your Pay Structure Work in Excel

- Overview of linear & exponential regression – when to use, formulas used & interpretation of R squared.
- How to create a scatter chart & how to use exponential regression to create a pay midpoint line taking into account internal employee & market pay data.
- How to calculate pay ranges for this pay line & plot the pay ranges as lines on scatter chart.
- Using the same data to create a scatter chart but with traditional rectangular pay ranges & alpha or alpha numeric grades on X axis.
- Calculating median market data per grade, using a traditional array formula or using Office 365 dynamic arrays.
- Using dynamic arrays SORT, UNIQUE & FILTER formulas, array reference notation & data validation to create the same chart allowing a drill down per department.
- How to create a dashboard of department scatter charts all linked to one source data sheet.

* All start/end times – London UK.

LEVEL

1

DIANNE AULD DIPLOMA:
EXCEL FOR REWARD PRO LEVEL 1

DIANNE AULD DIPLOMA: EXCEL FOR REWARD PRO – LEVEL 1
Transforming, Analysing, Connecting & Visualising Reward Data

Level:	Providing comp & ben professionals with the knowledge and skills to use Excel at an intermediate level in their reward work.
Date:	Check web site for next class: www.e-reward.co.uk
Location:	London.
Duration:	Two days, 9am-5pm (UK).
Format:	Highly-practical course designed to help you master Excel skills specific to comp & ben work not taught in general Excel course. Very interactive with lots of practical exercises. Includes sleek visual & audio demos of tasks reward pros need to perform in their job function. During these demos, students follow the instructions being highlighted by Dianne, then immediately afterwards undertake a parallel exercise on their own, with teacher guidance, to cement the learning.
Fees:	£1,095 + VAT per delegate.

Overview

Designed for reward professionals who are using Excel on a day-to-day basis in their reward work but who want to gain a deeper understanding of the more sophisticated facilities offered in the compensation data area.

This hands-on practical diploma covers the essential Excel skills required to analyse market and organisation remuneration information.

It has been created for reward, HR and payroll professionals who would like to enhance their Excel skills, and perform complex job tasks such as compiling and analysing data and performing calculations. For those who already have a good working knowledge in Excel, this course will provide you with the expertise and skills to use Excel at a higher level.

Diploma

Once you have successfully completed the training exercises, you will receive the certificate: Dianne Auld Diploma: Excel for Reward Pro – Level 1. You will need to have attended both days of the diploma course.

Criteria for attending

A good basic to intermediate understanding of Excel is required before attending the workshop. To get the most out of this diploma, Dianne recommends that:

- Students are working with remuneration data in Excel on a regular basis in their work.

- Students should have good navigational skills in Excel, and be able to select, copy, move, paste, edit and sort data with ease.

- Students should be comfortable with working with large amounts of data and entering formulas.

Dianne says:

'The ideal candidate for this diploma would already be familiar with some of the information covered on the agenda. But this course will greatly enhance their ability to analyse mountains of data in seconds with professional looking charts and Pivot Tables. Anyone with a good understanding of Excel will dramatically increase their productivity levels when working with remuneration data in Excel. This diploma is designed for compensation professionals who need to use Excel to perform complex job tasks such as compiling and analysing compensation data and performing calculations.'

Course materials

Delegates will receive:

- PDF workbook with detailed (click-by-click) instructions on how to carry out every function demonstrated by Dianne during the class.
- Excel files with all the training and exercise spreadsheets used during the class. These Excel files will be emailed to you in advance of the course.

Requirements

This diploma requires you use a Windows PC laptop (not Mac) with Microsoft Excel 2010, ideally Excel 2013 or later. We recommend that you use a mouse during the course to help with extensive on-screen navigation.

With this class you will:

- Learn skills specific to compensation work not taught in any standard Excel course.

- Save hours of work when you import, merge and format large amounts of data for analysis.

- Learn how to analyse mountains of data in seconds with professional-looking charts and Pivot Tables.

- Face your fear of regression analysis and easily create a pay policy line and salary predictions.

- Perform complex calculations in minutes using the SUBTOTAL function.

- Harness the power of VLOOKUP, HLOOKUP, IF, AND, OR and IFERROR functions.

Ask questions and interact with Excel for Reward expert, Dianne Auld.

After you complete this course, you will have the confidence and expertise in Excel to support your organisation's pay analytics needs. The course will serve as a powerful refresher for the seasoned Excel professional who is already knowledgeable and will provide a solid foundation for the professional who is new to the job.

Teasers

1. Did you know that you can use Control E in Excel 2013 to separate first name and surname for the whole column at one time?

Find out other quick ways to separate columns, combine columns, and change case for the whole column at one time.

2. Did you know that you can press the F11 key to create a chart?

Find out other time-saving tips for creating great looking column charts, bar charts, line charts and pie charts.

3. Did you know that you can use the Pivot Table Report Filter function to create one pivot table per division or manager at the click of a button?

Find out how to harness the power of pivot tables for analysing and reporting on data at this course.

4. Did you know that you can enter today's date in a worksheet by pressing Control and semi-colon or typing =TODAY()?

Find out how to master tricky dates in Excel, how to format them to sort correctly, and how to calculate age, length of service or time in job using one simple date formula at this course.

5. Did you know that you can prevent Mail Merge showing lots of decimals like this – 485.6789 – by using a simple ROUND formula in the Excel source data?

Master rounding formulas, and the most important and time-saving formulas in Excel: Vlookup and If formulas, by attending this course. As a bonus, also learn Hlookup, If(And), If(Or) and Iferror!

SCHEDULE

DIANNE AULD DIPLOMA: EXCEL FOR REWARD PRO – LEVEL 1
Transforming, Analysing, Connecting & Visualising Reward Data

DAY 1	
8.45-9.00	Registration
9.00-9.30	Introductions / Course introduction
9.30-10.30	**SECTION A / B: CUSTOMISING QUICK ACCESS TOOLBAR / TRANSFORMING DATA** Adding and removing icons from the quick access toolbar Setting column width for the whole worksheet Converting text to numbers Converting data from one to two or more columns Combining data from two or more columns into one column Using Left, Mid and Right Formulas to extract data Converting data from upper to proper case Using Flash Fill Formatting as currency or accounting format
10.30-11.00	Exercise A / B
11.00-11.15	*Morning break*
11.15-12.00	**SECTION C: ROUNDING NUMBERS, CUSTOM FORMATTING AND WORKING WITH DATES** Feedback on Exercise A / B Rounding numbers using two different rounding formulas Using Dollar formula for use with mail merge Wrapping text in headings Custom formatting of dates Custom formatting of numbers Calculating age / length of service using Datedif Calculating age / length of service using Yearfrac Using Data, Text to Columns to create formatted dates Using Networkdays to calculate working days between dates
12.00-12.30	Exercise C
12.30-13.30	*Lunch*

13.30-14.30	**SECTION D: USING SUM, LOOKUP AND IF FORMULAS TO VALUE PAY AND BENEFITS** Using Autosum formula to total costs Using Vlookup / Hlookup formulas to value benefits – exact match Using Vlookup formula to merge data from different sheets – exact match Using Iferror formula together with Vlookup Using Vlookup formula to look up merit increases – closest match Using If formula for pay calculations Moving /copying sheets
14.30-15.00	Exercise D
15.00-15.15	*Afternoon break*
15.15-16.00	**SECTION E: STATISTICS FOR REMUNERATION DATA** Feedback on Exercise D Naming ranges Using formulas to calculate: • Count / CountA • Countif • Mean / Average • Median • Mode • Lower quartile • Upper quartile • Percentile • Minimum • Maximum • Measures of variance
16.00-16.30	Exercise E
16.30	**END OF DAY 1**

DAY 2	
8.55-9.00	Registration
9.00-10.00	**SECTION F: AGEING MARKET DATA, COMPARING TO MARKET DATA AND CONDITIONAL FORMATTING** Ageing market data Calculating comparative ratios / percentages for market comparison Using the format painter brush to apply formatting Using conditional formatting rules Using conditional formatting data bars, colour scales and icon sets Managing, editing and clearing conditional formatting rules
10.00-10.30	Exercise F
10.30-10.45	*Morning break*

continued ▼

10.45-11.45	**SECTION G: GRAPHING / CHARTING REMUNERATION DATA** Feedback on Exercise F Using column / bar / line charts for market comparison Graphing actual salaries / comparative ratios Creating and formatting pie charts Formatting and editing charts (style, data series, titles, axes, gridlines, legends, data labels, data table) Adding data to a chart Time-saving charting tips
11.45-12.30	Exercise G
12.30-13.30	*Lunch*
13.30-14.00	**SECTION H: GOAL SEEK** Using Goal Seek to achieve a desired result **Control Key Quiz**
14.00-14.45	**SECTION I: PIVOT TABLES** Creating different types of pivot table using Count, Sum, Min, Max and Average Using a pivot table to conduct an employment equity analysis on remuneration Grouping data in a pivot table Creating report filter pages in a pivot table Formatting and revising the pivot table Adding slicers to a pivot table Creating and editing a pivot chart
14.45-15.00	*Afternoon break*
15.00-15.30	Exercise I
15.30-16.30	**SECTION J: SCATTER CHARTS AND REGRESSION ANALYSIS** Feedback on Exercise I Creating an exponential scatter chart of employee and market data Adding exponential trend lines to the scatter chart Understanding significance of R-squared value Writing the exponential trend line formulas Creating a proposed pay midpoint line Creating pay range minimums and maximums and adding to chart Creating a linear scatter chart Adding a linear trend line to the scatter chart Predicting pay using linear trend line formula Exercise J (optional)
16.30	**CLOSE**

* All start/end times – London UK.

LEVEL

2

DIANNE AULD DIPLOMA:
EXCEL FOR REWARD PRO
LEVEL 2

DIANNE AULD DIPLOMA: EXCEL FOR REWARD PRO – LEVEL 2
Advanced Analysis of Reward Data Using Formulas /Creating Excel HR & Reward Dashboards

Level:	Providing comp & ben professionals with the knowledge and skills to use Excel at a highly advanced level in their reward work.
Date:	Check web site for next clas: www.e-reward.co.uk
Location:	London.
Duration:	Two days, 9am-5pm (UK).
Format:	Highly-practical course designed to help you master Excel skills specific to comp & ben work not taught in general Excel course. Very interactive with lots of practical exercises. Includes sleek visual & audio demos of tasks reward pros need to perform in their job function. During these demos, students follow the instructions being highlighted by Dianne, then immediately afterwards undertake a parallel exercise on their own, with teacher guidance, to cement the learning.
Fees:	£1,095 + VAT per delegate.

Overview

Reward professionals enrolling in this two-day course should already have strong Excel skills. It is designed for students who would like to learn advanced Excel techniques, and how to apply these to create powerful interactive Excel dashboards for viewing and analysing reward data.

Excel dashboards have enormous application in HR and compensation work. Dashboards enable the consolidation of huge amounts of remuneration data into an executive summary view. They use interactive fields to allow different views of the data and modelling of data. Dashboards can replace bulky and cumbersome reports, show management only what they want to see and allow powerful 'what-if' analyses for incentive modelling.

Diploma

Once you have successfully completed the training exercises, you will receive the certificate: Dianne Auld Diploma: Excel for Reward Pro – Level 2. You will need to have attended both days of the diploma course.

Criteria for attending

An intermediate knowledge of Excel is required before attending the workshop.

- Ideally, delegates would already have attended the Level 1 diploma or a similar course or have equivalent knowledge.

- Delegates should be comfortable using Excel formulas, creating charts and pivot tables.

- Delegates should be able to write Vlookup and If formulas – only a brief review of these will be provided.

Dianne says:

'Students enrolling in this diploma should already have a thorough understanding of Excel but want to study more about the advanced facilities offered in this area. I have created this diploma to look further into Excel and help you master the more highly advanced Excel skills specific to reward work. You will learn how to use these to create powerful interactive Excel dashboards for viewing and analysing remuneration data.'

Course materials

Delegates will receive:

- E-book: *Dianne Auld's Excel Tips: Featuring compensation & benefits formulas*, 500 pages, 3rd Edition published October 2020.

- Excel files complete with all the exercises, spreadsheets and dashboards undertaken during class.

Requirements

This diploma requires you use a Windows PC laptop (not Mac) with Microsoft Excel 2010, ideally Excel 2013 or later (plus a charger).

We recommend that you use a mouse during the course to help with extensive on-screen navigation.

With this class you will:

- Learn advanced Excel functions, including complex Lookup and If formulas, data validation and protection, array formulas and macros to do pay and benefits calculations and pay and commissions calculations.

- Learn about data validation and protection as well as macros and put what you learned into action as you create an Excel dashboard that will illustrate how pay structures compare competitively to the market.

- Learn advanced Excel formulas to streamline your compensation tasks.

- Create an interactive Excel dashboard using a real-world scenario that illustrates how pay structures compare competitively to the market.

- Transform vast amounts of data and display analysis and key findings in a condensed space where it is easy to access, interact with and understand.

- Learn how to gain critical information and insights from dashboards in order to make quick and effective business decisions.

Ask questions and interact with Excel for Reward expert, Dianne Auld.

Teasers

1. Did you know that you can write a macro which will do eight hours of Excel work in a minute?

Find out how to record, edit and work with Excel macros, to automate repetitive work and save days of time, by attending this course.

2. Did you know that you can use Goal Seek to get to a desired merit budget at the click of a button?

Find out how to use Goal Seek, Array formulas and other time-saving tips, to speed up your rewards work by attending this course.

3. Did you know that you can use the Iferror formula to eliminate all those unsightly #N/A and #DIV/0! errors in your Excel worksheets without deleting your formulas?

Master the most important and time-saving lookup, reference and if formulas in Excel: Vlookup, Hlookup, Index, Match, Choose, Offset, Indirect, If, If(And), If(Or), Iferror, Countif, Sumif and Averageif, by attending this course.

4. Did you know that you can use the camera tool to put an entire table into one cell in an Excel dashboard, and make the table interactive based on a field chosen by a user?

Find out how to design and create powerful, interactive Excel dashboards by attending this course.

5. Did you know that you can set up user controlled slicers with a pivot table or chart to slice and dice the data, and that you can link one set of slicers to all the pivot tables and charts in a dashboard?

Find out how to design and create powerful, interactive pivot chart dashboards with slicers by attending this course.

SCHEDULE

DIANNE AULD DIPLOMA: EXCEL FOR REWARD PRO – LEVEL 2
Advanced Analysis of Reward Data Using Formulas /Creating Excel HR & Reward Dashboards

DAY 1	
8.45-9.00	Registration
9.00-9.30	Introductions / Course introduction
9.30-10.30	**SECTION A: LOOKUP & REFERENCE FORMULAS PART 1** Using the following formulas to do pay and benefits calculations: • Vlookup formula • Hlookup formula • Iferror, IFNA with Vlookup • Using named ranges with Vlookup • Using Vlookup with the Columns formula • Xlookup formula • Looking up a Merit Matrix using Vlookup and Match
10.30-11.00	Exercise A
11.00-11.15	*Morning break*
11.15-12.15	**SECTION B: LOOKUP & REFERENCE FORMULAS PART 2** Feedback on Exercise A Using the following formulas to do pay and commission calculations: • Indirect formula with Vlookup • Index formula • Offset formula • Choose formula Inserting Form Controls – scroll bar, spin button and combo box
12.15-12.45	Exercise B
12.45-13.45	*Lunch*
13.45-14.30	**SECTION C: SUITE OF IF FORMULAS** Feedback on Exercise B Using the following formulas to do pay and benefits calculations: • If formula • If (And) ; If (Or) formulas • Nested If formula • Countif, Sumif, Averageif formulas • Countifs, Sumifs, Averageifs formulas • Minifs, Maxifs formulas
14.30-15.00	Exercise C
15.00-15.15	*Afternoon break*

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15.15-16.00	**SECTION D: ARRAY FORMULAS** Understanding the purpose and rules of array formulas Understanding dynamic arrays in Microsoft 365 Writing multi-cell array formulas Writing single-cell array formulas Using array formulas for measures of location Using an array formula with Indirect Using Unique, Sort and Filter formulas
16.00-16.30	Exercise D
16.30	**END OF DAY 1**

DAY 2	
8.55-9.00	Registration
9.00-10.00	**DATA VALIDATION AND PROTECTION** Setting up a form / document with data validation and protection Validating using a list and other criteria Hiding sheets Unprotecting cells and hiding formulas Protecting the sheet and the workbook
10.00-10.30	Exercise E
10.30-11.00	**DASHBOARDS PRESENTATION**
11.00-11.15	*Morning break*
11.15-12.45	**CREATING A FORMULA DRIVEN MARKET COMPARISON DASHBOARD**
12.45-13.45	*Lunch*
13.45-14.45	**CREATING A FORMULA DRIVEN MARKET COMPARISON DASHBOARD** continued
14.45-15.00	*Afternoon break*
15.00-16.00	**CREATING A PIVOT CHART HR STATS DASHBOARD**
16.00-16.30	**ADDING ICONS, TEXT BOXES AND CUSTOMISED SLICERS TO AN INCREASE DASHBOARD**
16.30	**CLOSE**

* All start/end times – London UK.

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MASTERCLASSES

FIVE MASTERCLASSES
TO TRANSFORM YOUR
REWARD WORK USING
EXCEL
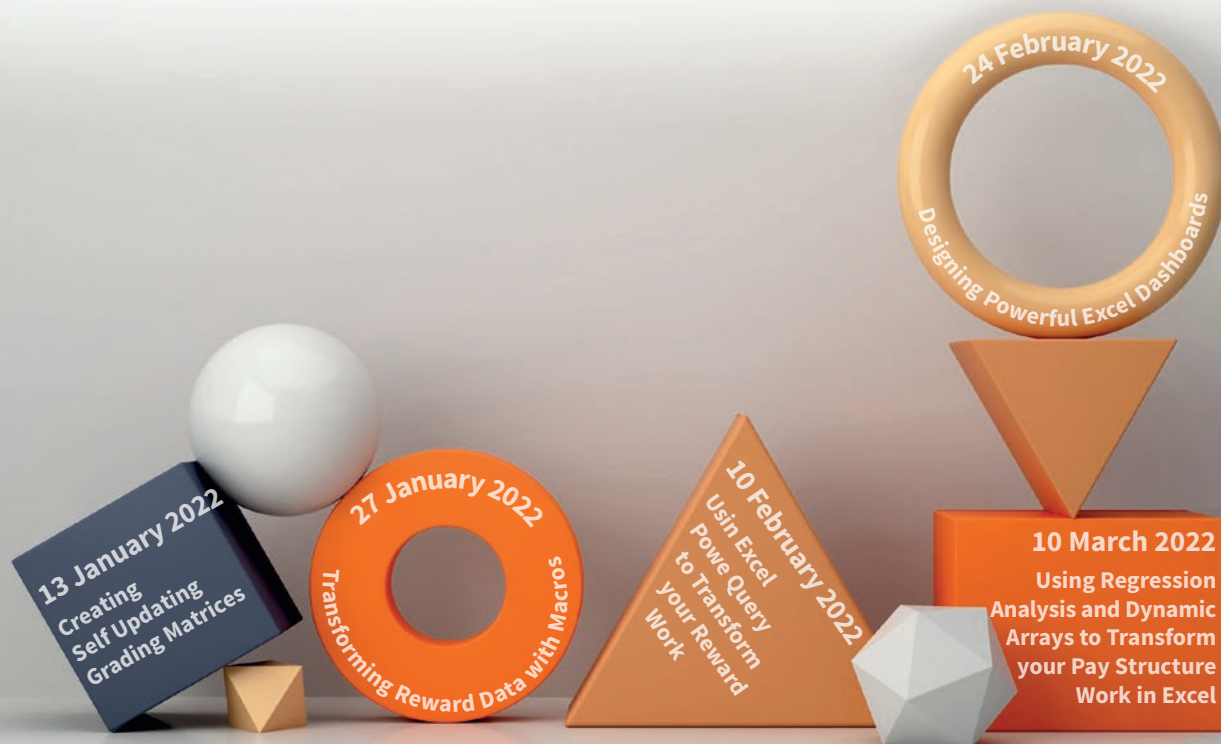
Dates:

13 January 2022: 1pm-3pm (UK)
Creating Self Updating Grading Matrices

27 January 2022: 1pm-3.30pm (UK)
Transforming Reward Data with Macros

10 February 2022: 1pm-3pm (UK)
Using Excel Power Query to Transform your Reward Work

24 February 2022: 1pm-4pm (UK)
Designing Powerful Excel Dashboards

10 March 2022: 1pm-3pm (UK)
Using Regression Analysis and Dynamic Arrays to Transform your Pay Structure Work in Excel

Location:
Your PC via zoom live-streamed.

Duration:
Two-hours, 1pm to 3pm (UK); Dashboard class 1pm to 4pm (UK).

Format:
Virtual classroom course.

Fees: Per masterclass – GBP £195 + VAT per delegate. Attend all five masterclasses – GBP £795 + VAT per delegate. Fee includes attendance at live-streamed class plus 90-day access to video recording of Dianne's live presentation.

Led by world-renowned Excel for Reward guru Dianne Auld

Live-streamed masterclasses. Attend from your home or any location. No travel required. Recordings of each masterclass available for 90 days after the virtual class.

Dianne Auld is an international guru who makes tricky reward-related Excel tasks transform into solutions in a blink of an eye. Dianne will show reward professionals a range of Excel time-saving skills. Her five masterclasses will dramatically increase your productivity and present spectacular ways to analyse mountains of reward data in seconds with professional looking charts, dashboards and Pivot Tables.

What is the aim of the masterclass series?

To TRANSFORM your reward work using Excel

Anyone attending our five afternoon virtual masterclasses will dramatically increase their productivity levels when working with remuneration data in Excel. These Excel for Reward masterclasses include sleek visual and audio demonstrations of tasks reward professionals need to perform in their job function. Unlike other Excel courses, our classes have been specially developed to help you master skills specific to compensation and benefits work not taught in a general Excel course. These courses are UNIQUE.

Dianne will demonstrate to reward professionals how to save hours and hours – some even say days – by harnessing all the power of Excel.

Who should attend these masterclass courses?

- Our hands-on practical masterclasses cover some essential Excel skills required to analyse and visualise market and organisation remuneration information.

- They have been created for reward, HR and payroll professionals who would like to enhance their Excel skills, and massively increase their productivity when transforming, compiling, analysing and presenting data.

- For those who already have a good working knowledge in Excel, these masterclasses will provide you with the expertise and skills to use Excel at a higher level.

Course materials

All attendees will be provided with some great give-aways:

- All of the **Excel spreadsheets** demonstrated during the masterclass by Dianne.

- Access to a **video recording** of the masterclass for 90 days from the date of the masterclass.

- **Detailed instructions** for replication of the functions demonstrated after the masterclass. Check out a sample of the instructions provided to participants on our web site.

- **Dashboards** – see gender equity analysis dashboard below.

- Attendees will have access to a video of the masterclass for 90 days from the date of the masterclass so that you can replay at your leisure and practise the steps.

- You will also receive detailed instructions to replicate all functions demonstrated.

Criteria for attending

To maximise the learning experience and appreciate the value add from the classes:

- Participants should already have a good intermediate to advanced knowledge of Excel.

- They should work with HR, reward or payroll data in Excel on a daily basis.

- They should be comfortable using Excel formulas, creating charts and pivot tables.

We would like students to leave the classes thinking: 'Wow, I didn't know this was possible, but after the demonstration and with the resources supplied, I feel confident enough to apply the learnings to my own work'.

How these masterclasses work

- You are encouraged to not try to follow along with Dianne's demo on your computer, as she will proceed at a reasonably smart pace and you might get lost.

- Just watch and take notes if desired.

CREATING SELF UPDATING GRADING MATRICES

Date:	Thursday 13 January 2022.
Location:	Your PC via zoom.
Duration:	1pm to 3pm (UK), including five-minute break at approx. 2pm.
Format:	Virtual classroom course.
Fees:	Per masterclass – GBP £195 + VAT per delegate. Attend all five masterclasses – GBP £795 + VAT per delegate. Fee includes attendance at live-streamed class plus 90-day access to video recording of Dianne's live presentation.

Once your jobs have been evaluated, using either a job content or market pricing approach, your reward team and management need to audit and view the grades by grade and by function (or job family, discipline, business unit, division, area, company).

To conduct a meaningful audit, the jobs need to be in a matrix form rather than in a long list. This enables an equity / consistency check:

- horizontally – similar grades across different functions
- vertically – grade differences within each function

This matrix also presents the job grade data in a user-friendly and accessible format for viewing of grades and determining of career paths, as shown in the screenshot.

Grade	Executive	Developments	Finance	Maintenance	Marketing & Sales	Operations	Support
FL	Group CEO						
EU	Greenacres MD Belgrave Square MD		Group Finance Director				
EL	General Manager Shared Services Greenacres FD	Development Director			Leasing Manager	Operations Manager	
DU		Contract Director	Head of Finance Investments Financial Manager Prop Devt		Marketing Manager Investments National Sales Manager Marketing Manager Belg Sq	Facilities Manager Project Manager Belg Sq	Head of IT HR Manager Head of Specialised Legal
DL		Regional Manager Senior Project Manager Sustainability Architect Architect	Financial Manager Belg Sq Senior Financial Controller Finance Manager G/Acres			Head of Security	Head of Legal Legal Adviser

All too often, these grading matrices are high maintenance and error prone, as:

- jobs change constantly – new jobs, obsolete jobs, changes to job title or grade
- organisation structures and function names often change
- reward practitioners need to remember to update the matrix when jobs / grades / functions change
- the update is tedious and time consuming, as each job needs to be placed in the right function and grade, old jobs need to be moved or deleted, checks need to be done for duplicates
- the number of rows in the matrix constantly has to be adjusted to cater for more or less jobs in each grade; lots of blank rows left in the matrix make it difficult to read and print

During this Excel masterclass, Dianne will demonstrate how to transform this time-consuming and error-prone process into a streamlined, accurate, low-maintenance approach. She will show you how to:

- Use Power Query to create the source data for the grading matrix from payroll / HRIS data.
- Create a grading matrix that updates automatically from a list of functions, jobs and grades.
- Add an extra dimension / drop-down to the grading matrix, so that the organisation can have a separate grading matrix for each company, geographical area or business unit, all reading from the same list of jobs.
- Record a macro that will adjust every grading matrix in the file to show the required number of rows per grade.
- Update all grading matrices from payroll / HRIS data with two clicks.
- Create the grading matrices using formulas (for legacy Excel users) or dynamic arrays (for Microsoft 365 users).

Attendees will be provided after the session with the Excel spreadsheets demonstrated and detailed instructions, so that they can replicate the functionality with their own grading data.

Who should attend?

Reward and HR practitioners who work with grades and would like to know how to transform data from a list to a matrix.

TRANSFORMING REWARD DATA WITH MACROS

Date:	Thursday 27 January 2022.
Location:	Your PC via zoom.
Duration:	1pm to 3.30pm (UK), including five-minute break at approx. 2pm.
Format:	Virtual classroom course.
Fees:	Per masterclass – GBP £195 + VAT per delegate. Attend all five masterclasses – GBP £795 + VAT per delegate. Fee includes attendance at live-streamed class plus 90-day access to video recording of Dianne's live presentation.

Do you need to carry out the same repetitive sequence of steps on your employee data every week, month or quarter? If so, macros can transform your life by automating the series of steps to run with a single click, saving you hours and hours of time and tedium.

Many of us are often nervous of macros; some of us are even scared to use them. But, in this Excel masterclass, Dianne will demystify macros. She will show you how to record them, run them and edit them to get the macro to run on every worksheet.

She will also teach you how to write some simple macros from scratch using variables, operators, message and input boxes, conditional structures and loops.

In this course Dianne will demonstrate, using reward examples, how to:

Part 1 – Record and run macros:

- Enable the Developer menu to work with macros
- Record macros to automate repetitive tasks
- Run macros using key strokes or by assigning them to a shape
- Edit, re-name and delete macros
- Debug macros
- Set macro security settings

Part 2 – Write simple macro code:

- Work with the Visual Basic Editor
- Write simple macros from scratch
- Declare variables and work with operators in macros
- Use input and message boxes to get user input
- Apply simple conditional structures in macros
- Use a loop structure in a macro

Attendees will be provided after the session with the Excel spreadsheets demonstrated and detailed instructions, so that they can replicate the functionality with their own reward data. After this course delegates should feel confident enough to record, run, edit and write simple macros to automate repetitive rewards work.

Who should attend?

Reward and HR practitioners who need to do regular, repetitive work on employee data and would like to know how to automate the work to run with a single click.

USING EXCEL POWER QUERY TO TRANSFORM YOUR REWARD WORK

Date: Thursday 10 February 2022.

Location: Your PC via zoom.

Duration: 1pm to 3pm (UK), including five-minute break at approx. 2pm.

Format: Virtual classroom course.

Fees: Per masterclass – GBP £195 + VAT per delegate. Attend all five masterclasses – GBP £795 + VAT per delegate. Fee includes attendance at live-streamed class plus 90-day access to video recording of Dianne's live presentation.

Watch Dianne demonstrate one of the smartest and most powerful tools ever developed for Excel. Power Query comes standard with Excel 2016 / 2019 / Office 365, and is available as an add-in to Excel 2010 / 2013. Dianne will show you how it can automate routine data transformation (e.g. merging / splitting / removing columns, filtering data, replacing data, rounding, sorting, converting text to numbers and dates). She will demonstrate how you can achieve this without using macros and VBA, and with hardly any formulas.

Almost all the transformation is done through the simple use of a menu and a mouse.

Dianne will show you how to merge and transform multiple files in a folder, then how to add / transform another file from the folder simply by clicking Refresh. You can scrape data from web tables, transform the data for use in an Excel file, then update it with a single click.

Dianne will demonstrate:

- How to merge and transform three monthly files of labour turnover data for use in a pivot table, then load / transform the next three monthly files and update the pivot table with a single click.
- How to calculate medians per gender / job title.
- How to scrape exchange rate data from the web, use the data in a formula to convert multi-country salaries to a single currency, and update data with a single click.
- How to pivot employee salary data into different business units for use in scatter charts and pay structure design.
- How to unpivot problem sales commission data for use in analysis.
- Power Query's AI capability of adding a column based on examples.

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DESIGNING POWERFUL EXCEL DASHBOARDS

Date: Thursday 24 February 2022.

Location: Your PC via zoom.

Duration: 1pm to 4pm (UK), including two ten-minute breaks.

Format: Virtual classroom course.

Fees: Per masterclass – GBP £195 + VAT per delegate. Attend all five masterclasses – GBP £795 + VAT per delegate. Fee includes attendance at live-streamed class plus 90-day access to video recording of Dianne's live presentation.

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This **three-hour** lesson will demonstrate and teach you how to create beautiful HR or rewards dashboards that stand out from the herd, tell a powerful story and can be updated with only two clicks. (Not to mention, impress the boss!)

Dianne will show you the wonders of Power Pivot:

- Cover important dashboard design principles.

- Provide a brief introduction to Power Query and Power Pivot and Macros.

- Demonstrate how to create an interactive gender equity analysis dashboard using Power Query, Power Pivot, icons, text boxes, elegant uncluttered colour coded charts, customised slicers to drill down by level, department or location, Power Pivot median measures and three simple macro buttons that allow alternate pay base views of the data.

- Dianne will give you a starting template along with instructions for replication of everything she will be demonstrating, and the finished dashboard to polish it all off.

- The gender equity analysis dashboard (see above) is used for illustration, but the techniques demonstrated can be used for any type of HR or rewards dashboards.

- Power Pivot and Power Query are standard from Excel 2016 onwards, and they can be added into Excel 2013. But the dashboard design principles taught can be used with any version of Excel, and can be used with standard employee data and pivot tables.

- Power Query and Power Pivot are simply super-efficient tools for transforming data and merging different tables for use in analysis.

USING REGRESSION ANALYSIS AND DYNAMIC ARRAYS TO TRANSFORM YOUR PAY STRUCTURE WORK IN EXCEL

Date:	Thursday 10 March 2022.
Location:	Your PC via zoom.
Duration:	1pm to 3pm (UK), including five-minute break at approx. 2pm.
Format:	Virtual classroom course.
Fees:	Per masterclass – GBP £195 + VAT per delegate. Attend all five masterclasses – GBP £795 + VAT per delegate. Fee includes attendance at live-streamed class plus 90-day access to video recording of Dianne's live presentation.

Join International Excel Guru, Dianne Auld as she demonstrates how to create pay structures and pay scale charts using exponential regression, pay scale formulas, scatter charts, combo charts and dynamic arrays. This is a highly practical watch – it's not only captivating but it's also invaluable to anyone involved with creating or maintaining pay structures.

Dianne will demonstrate:

- A quick overview of linear and exponential regression – when to use each one, the formulas used and interpretation of R squared.

- How to create a scatter chart and how to use exponential regression to create a pay midpoint line taking into account internal employee and market pay data.

- How to calculate the pay ranges for this pay line and plot the pay ranges as lines on the scatter chart.

- Using the same data to create a scatter chart but with traditional rectangular pay ranges and alpha or alpha numeric grades on the X axis – this is a complex chart to create as it involves a combination of a scatter chart, lines and stacked columns. It has to be created in a very specific way.

- Once learnt, you will use this chart in all your pay structuring work and wonder how you ever coped without it. Past students have loved the visual representation clearly showing how good a fit the pay ranges are relative to the employee pay scatter.

- Calculating median market data per grade, using a traditional array formula or using Office 365 dynamic arrays (available to Office 365 users), and adding this to the chart.

- Using dynamic arrays SORT, UNIQUE and FILTER formulas, array reference notation and data validation to create the same chart allowing a drill down per department.

- How to create a dashboard of department scatter charts all linked to one source data sheet.

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TESTIMONIALS

Dianne Auld has taught many of E-reward's clients in the past. Her reviews are OUTSTANDING …

'I thought that the Excel masterclasses were insightful as always and the combination of watching Dianne in action, then going through the step-by-step instructions after with the video of the session to fall back on was a great way to teach what is a complicated process. You do need to spend some time on this after the session to properly understand it all, but it is already paying off as I've started applying it in my work!'

'Just wanted to say how excellent the class was. Dianne was brilliant!! Exactly what I was after.'

'Dianne is an amazing instructor. I am glad I found your comp organisation so I could take the class.'

'That was an excellent class, well worth my company's money. It's exceptional finding such courses dedicated to compensation. Dianne's teaching style is spot on for the subject.'

'Dianne's teaching style is second to none. I've never regretted attending her courses. The time to concentrate on building skills you know you will use is so valuable.'

'I just wanted to let you know that the Excel course was great – I loved it and Diane was a brilliant teacher.'

'Dianne was brilliant, very engaging. Just what was needed. The time went so quickly.'

'The Excel stuff you need to know as a comp professional. Very helpful and presented in an easily accessible manner.'

'Great course, full of tips and techniques.'

'Valuable course, fantastic knowledge of the trainer. Learnt lots of quick short cuts and extremely valuable time-saving techniques.'

'Dianne was worldly and informative.'

'Dianne was really engaging, positive and interesting.'

'Really interesting and useful course with a great instructor.'

'Dianne was very good, informative and engaging.'

'Very high level of knowledge.'

'Excellent instructor.'

'Very good with loads of useful examples. Dianne has an excellent skill in getting information across.'

'The practical examples and the way Dianne built up the content was very good.'

'Very good – I haven't been on one of Dianne's courses before but I will certainly do some more.'

'A really excellent course, one of the best I have been on.'

'The course was fantastic! Dianne is an expert in reward and a great teacher. She covered everything that I expected and more – it was comprehensive and I came away with a strong idea of how I can adapt and put the learning into practice.'

'Excellent course that enables you to apply what has been learned immediately and Dianne is a fantastic trainer and clearly an expert in her field.'

'It exceeded my expectations . . . the course was fantastic. I hope to be able to attend more of Dianne's E-reward courses in future.'

'Absolutely fabulous course. I learned so much. Dianne was so knowledgeable and shared so well. I've saved days and days now!'

'Very informative course, explaining the possibilities of Excel. My life will be so much easier now I understand the capability of Excel in terms of compensation and reward.'

'Dianne was great and extremely knowledgeable.'

'Excellent instructor, very clear, good pace, always ensuring everyone is up to speed and keeping up with the rest of the class.'

'Course content was well put together, very relevant to work and was made interesting by Dianne. I would highly recommend the course to anyone wanting to save time and understand Excel functions. Really pleased I attended.'

'The instructor was very friendly and informative, no improvements needed!'

BOOK NOW https://www.e-reward.co.uk