Staff Planning and Budgeting in Excel 2013

The University of Namibia through the Namibia Business School, will offer the Staff Planning and Budgeting in Excel 2013 course.

**Dates:** 19 – 23 October 2015  
**Duration:** 5 Days  
**Venue:** University of Namibia, Main Campus, Windhoek  
**Cost:** N$5,500

**Overview:**

The course will introduce delegates to the features and functions of Microsoft Excel 2013 that can be used in staff planning and budgeting. Throughout the week, delegates will practically explore a variety of scenarios that will enable them to organize, monitor, and effectively manage human resources in organizations.

**Course Objectives:**

Upon successful completion of this course, delegates will be able to use Microsoft Excel 2013 to:

1. Conduct staff strategic planning
2. Perform workload forecasting
3. Determine workload indicators
4. Calculate staff productivity index
5. Determine HR targets for annual productivity improvements
6. Develop HR budget templates
7. Create HR budget forecasts
8. Produce HR budget reports

**Target Audience:**

The course is suitable to anyone willing to learn the fundamentals of Staff Planning and Budgeting in Excel 2013.

**Prerequisites:**

To ensure success in this course, delegates should have basic knowledge and skills of using any Windows, Mac, or Open Source operating system.

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