

MERCER PUBLIC WORKSHOP

美世公开研讨会

人力资源专业人员统计学技术应用

统计学是人力资源专业人员，特别是薪酬福利人员需要掌握的最重要的技能之一。Microsoft Excel作为一个非常实用的工具，不仅能作为数据库来存储数据，还能作为软件，帮助专业人员比较和分析数据。在特定行业薪酬和人才测评调研数据中，Excel技术也被广泛运用。

课程从统计学的基本术语和工具入手，将人力资源专业人员常用的Excel功能分成基础篇、进阶篇、高级篇、效率篇及展示篇，逐层递进，以帮助学员理解并学会运用Excel强大的功能来分析数据，评估组织的劳动力状况，把握市场和竞争对手的趋势。在学习形式上，将采用美世复合式教学模式—在线学习、线下面授与在线测试。美世会在课前开通11门课程与课程内容相关的在线课程，线上学习与测试有助于预习和复习理论知识和工具方法，面授研讨则更加关注重点知识的融会贯通、实战演练、实际案例的讨论和问题解决，线上线下相结合，强化巩固学习效果，为每位学员带来精彩充实的学习旅程。

课程概述

统计分析基本知识及概念

- 统计指标的选取
- 统计学分析术语
- 相关分析和回归分析

Excel功能应用基础篇

- 数据录入、自动格式、冻结、加密、保护、共享等

Excel功能应用进阶篇

- 数据有效性、筛选、排序、条件格式、组合等

Excel功能应用高级篇

- 常用公式和函数在HR管理中的应用

Excel功能应用效率篇

- 快捷键的使用

Excel功能应用展示篇

- 数据透视表
- 动态实用图表的绘制
- 内部公平性分析与外部竞争性分析图表的绘制

人力资源相关案例分析及Excel实践运用

联络

美世学习与发展热线电话

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学员收获

- 了解统计分析的基本知识和概念
- 熟练使用Excel常用功能, 例如: 高级筛选, 分类汇总, 数据透视表等
- 熟练绘制薪酬内部公平性、外部竞争力分析图表
- 提高记录、回顾和分析特定薪酬数据的能力
- 全方位使用Excel统计学工具进行实战演练

学员对象

人力资源专业人员、薪酬福利专业人员, 以及具有薪酬管理职责的经理人

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STATISTICS SKILLS FOR HR PROFESSIONALS

Mastering statistics is one of the most important skills for HR professionals, particularly for compensation and benefits specialists. Microsoft Excel is a very useful tool that not only functions as a database for housing information, but can also help HR professionals perform data comparison and analysis. Excel can also be widely applied in analyzing survey data, such as industry-specific compensation and talent assessment data.

Mercer's one-day workshop begins by introducing the basic terms and tools of statistics and then shows participants Excel's most frequently used functions step by step, with the aim of helping participants use this powerful tool to analyze data, evaluate internal workforce, and understand market and competitive trends. We employ Mercer's method of blended learning: online learning, offline training, and online assessment. Mercer will open one related online module before the workshop, and the online learning and assessment will help participants preview and review theory, knowledge, tools, and methods. The face-to-face workshop focuses on practicing key knowledge, discussing real cases, and learning how to deal with practical HR problems. The highly effective online-to-offline learning method consolidates learning and leads participants on a fruitful learning journey.

TOPICS COVERED

Essential statistical concepts

- Statistical index selection.
- Statistical analysis terms.
- Correlation and regression analysis.

Elementary Excel applications

- Data input, auto forma, freeze, encryption, protection, share, etc.

Upper-elementary Excel applications

- Data validation, filter, sort, conditional format, group, etc.

Advanced Excel applications

- Common formulas and functions in HR management.

CONTACT

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Excel application for efficiency

- The use of shortcut keys.

Excel application for reports

- PivotTable.
- Drawing dynamic practical charts.
- Drawing charts for internal equity and external competitiveness analysis.

Hands-on Excel exercises through HR case studies

BENEFITS TO PARTICIPANTS

- Understand essential statistical concepts.
- Gain increased confidence in using Excel and its functions, such as advanced filter, pivot tables, charting, etc.
- Develop a solid foundation in drawing and examining charts for internal equity and external competitiveness analysis.
- Gain an improved ability to record, review, and analyze compensation-specific data.
- Master practical exercises using the full range of Excel statistical tools.

TARGET PARTICIPANTS

HR professionals, compensation and benefits specialists, and managers with compensation responsibilities

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