

## MERCER COLLEGE 美世学院

# 薪酬专业人员统计学 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等调研数据中，Excel技术也被广泛运用。

欢迎参加美世为期一天的“薪酬专业人员统计学技术应用”公开研讨会！

### 课程概述

该研讨会专为人力资源专业人员、薪酬福利专员以及需要运用统计学分析组织数据的管理人员设计。课程从统计学的基本术语和工具入手，将薪酬专业人员常用的Excel函数及功能分成基础篇、进阶篇、高级篇、展示篇，以及效率篇，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。

### 教学内容

- 统计学分析术语和公式的工具包
- 全方位使用Excel统计学工具的实战演练
- 趋势分析，内部公平性和外部竞争性的实战练习
- 薪酬相关案例分析，及其在实践中的运用

### 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

### 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

#### 研讨会信息

时间地点:

北京  
2014年9月5日

上海  
2014年2月21日  
2014年8月5日  
2014年11月5日

广州  
2014年6月20日

费用:

RMB 4,800 (未含6%增值税)

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## MERCER COLLEGE

# STATISTICS SKILLS FOR COMPENSATION PROFESSIONALS

Mastering statistics is one of the most important skills for HR professionals, particularly compensation and benefits specialists. Microsoft Excel is a very useful tool, but the program does not only function as a database for housing information — it 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.

Welcome to Mercer's one-day Statistics Skills for Compensation Professionals workshop.

### PROGRAM OVERVIEW

This workshop is specifically designed for HR professionals, compensation and benefits specialists, and managers who need to oversee and analyze organizational data. The course 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 harness the program's potential to analyze data, evaluate internal equity, and understand market and competitive trends.

### TOPICS COVERED

- A toolkit of statistical analysis terms and formulas.
- Practical exercises using the full range of Excel statistical tools.
- Concrete experience in analyzing trends, internal equity, and external competitiveness.
- Hands-on experience working through compensation-specific case studies.

### BENEFITS TO PARTICIPANTS

- Understanding of essential statistical concepts.
- Increased confidence in using Excel and its functions, such as Advanced Filter, Pivot Tables, Charting, etc.
- Solid foundation in drawing and examining charts for internal equity and external competitiveness analysis.
- Improved ability to record, review, and analyze compensation-specific data.

### TARGET PARTICIPANTS

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

#### PROGRAM DETAILS

Dates:  
Beijing  
September 5, 2014

Shanghai  
February 21, 2014  
August 5, 2014  
November 5, 2014

Guangzhou  
June 20, 2014

Fees:  
RMB 4,800 (6% VAT excluded)

#### CONTACT

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