Chaco Canyon Consulting

Statistical Methods for HR Professionals Using Microsoft Excel

Whether your specialty is compensation, training/development or benefits, statistical analysis tools offer powerful methods for measuring and monitoring organizational performance.

Much of what you need is available in Microsoft Excel, but finding it is another matter. And even when you do find it, some of Excel's built-in statistical capabilities can be much more effective when you couple them with a few well-chosen additions.

This workshop shows HR professionals how to use Excel to calculate and present statistics on benefits usage, compensation, evaluations and a host of other data sets that you deal with every day.

And it includes a set of macros that make Excel's built-in capabilities much more convenient to use.

Workshop content

Participants learn what Excel has to offer in support of statistical analysis:

- Frequency distributions and histograms
- Linear and non-linear regression
- Weighted averages
- Average, mode, median
- Percentiles, deciles, P90/P10, the Lorenz Curve and the Gini Coefficient
- Standard deviation and coefficient of variation

These techniques are powerful, but when we us them in a straightforward manner we create worksheets that can be difficult to maintain when changes are required. Using Excel's Naming facility, together with a few macros that will be provided, makes statistical analysis with Excel much easier.

Learning model

This is a hands-on workshop. Participants are encouraged to bring their laptop computers, with Microsoft Excel 98 (or later) installed. All examples and macro utilities will be distributed during the workshop by means of compact disc or floppy disc.

We demonstrate all principles and techniques using simple but realistic examples that enable participants to apply what they learn easily when they return to work.

Attendees also receive one hour of free email coaching after the workshop.

Target audience

The workshop is aimed at compensation, benefits and training professionals, and their managers.

Duration

Available in formats from one hour to one day.

Contact us today

Find out if Statistical Methods for HR Professionals Using Microsoft Excel is for you. Call for a free consultation.

About Rick Brenner

Rick Brenner is principal of Chaco Canyon Consulting. He works with people in dynamic problem-solving organizations who make complex products or deliver sophisticated services that need state-of-the-art teamwork, and with organizations that achieve high performance by building stronger relationships among their people. In his 20 years as a software developer, software development manager, entrepreneur, consultant, and coach he has developed valuable insights into the interactions between people in a problem-solving environment, and between people and the media in which they work.

Mr. Brenner has held positions at Symbolics, Inc., and at Draper Laboratory, both of Cambridge, Massachusetts. At Symbolics, he was responsible for development of all products based on Macsyma, a large and very sophisticated computer algebra program. At Draper Laboratory, he was a principal investigator in a DARPA program, the Evolutionary Design of Complex Software, where he conducted research into advanced concepts for real-time software development environments based on dynamic object-oriented programming languages. Since 1993, he has taught a course in business modeling using Microsoft Excel at the Harvard University Extension School (http://www.courses.fas.harvard.edu/~ext10740/).

Mr. Brenner holds a Masters Degree in Electrical Engineering from MIT. He trained in Satir methods under Gerald M. Weinberg and Jean McLendon, attending and staffing many of their workshops over a period of seven years. His interests focus on improving personal and organizational effectiveness, especially in abnormal situations, as in the case of continuous change, in technical emergencies, and high-pressure project situations. He writes and edits a free email newsletter, *Point Lookout*, and has written a number of essays on these subjects, available at his Web site, http://www.ChacoCanyon.com/.

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