

BLDEA's
JSS College of Education, PG Studies in Education
and
Research Center ,Vijayapur
IQAC

BLDEA's Human Resource Development Center

NODAL CENTER-5
SKILL UP GRADATION PROGRAMME

EXCEL TRAINING PROGRAMME

Date-29th May to 3rd June 2023

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JSS College of Education, PG Studies in Education and Research Center,
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Nodal Center -5 Skill up gradation program

Excel Training Programme

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Background and Benefits of the Programme

Employees that can easily organize, calculate, interpret, and analyze data are valuable to employers. Learning Excel skills can help you get recognized by your current employer, or help differentiate you from others applying for a job. Excel allows employees to process and perform calculations that boost productivity. An advanced understanding of Excel means using more advanced tools to complete tasks and analyze data quickly. You also update team members, which makes the workflow process easier. Excel can help you work smarter, save time, meet deadlines, and increase productivity. With advanced training, you will learn how to manipulate data quickly. Then you can create dynamic charts and develop complex formulas for calculations. This allows you to achieve a lot.

Advanced Microsoft Excel courses can help improve employee productivity by enabling them to complete daily tasks more efficiently.

- Added Value to Employers. ...
- It Saves a Lot of Time. ...
- Develop your Knowledge and Management Skills. ...

- Security Data. ...
- Charts and Graphs. ...
- Create a Website. ...
- Sharpening Skills Series.

Benefits of Excel for Employees

To remain competitive in today's environment, all businesses must evolve and progress. Implementing development programmes so that staff can keep on top of the latest technologies and work as efficiently as possible is one approach to stay ahead of the pack and enhance profitability. Employers can also protect one of their most significant assets: their people, through ongoing training and growth.

Employees who are talented desire to be challenged and work hard to stay ahead of the competition. Employers can improve retention and lower employee turnover by providing them with the continuing education they need to be as effective as they want to be. They can also reduce the risk of losing the most talented employees to competitors by providing them with the continuing education they need to be as effective as they want to be. Excel for Business is an application that is frequently included in these education training programmes.

It is argued that humans require three things to be motivated: stimulus, structure and recognition, and each one of [these motivational hungers](#) drives us to perform in the workplace. No matter the motivation style of each of your employees, a dedicated skills development programme will help boost productivity and job satisfaction.

Microsoft Excel is an ideal business tool to include in your educational training programme and continual corporate Excel training will mean your employees will develop their skills and feel empowered to make solutions-oriented decisions, and

your business will reap the rewards from the long-term benefits of professional skills training. While the list of potential benefits a company can enjoy from Excel skills training for teams is extensive, we'll unpack the top five ways training your staff in Excel can benefit your company:

1. Greater efficiency and productivity

Excel is an important data management tool to help your employees be more efficient dealing with a large amount of data, analysing it and using it to stimulate strategic decision making.

With regular training in Excel, your employees can move beyond a basic understanding of Excel into advanced Excel functions and more sophisticated tools to improve data analysis and manipulation and streamline repetitive tasks that take up time.

The more efficient your employees' work and the more effective they are at allocating their time, the quicker tasks will be completed. And fast turnaround time means your company can [deliver a better service](#) for your customers and clients in the long run.

2. Grow employee knowledge

The whole point of skills development is to advance an employee's knowledge of a certain skill, and regular development sessions fast tracks their learning even when they hit a wall. When your employees work toward mastering a new skill, they will undoubtedly hit rough patches during their [learning journey](#).

Regular corporate Excel training for teams means your employees can accelerate through the rough patches, saving your business valuable time and money as your employee works quickly towards better efficiency and productivity.

3. Better use of an asset you already own

It is likely that your business already has Microsoft Excel listed in your firm's balance sheet as one of your essential software programs. With continual corporate Excel skills training, you can make the most of this asset rather than consider it underutilized simply because your employees are not able to use the tool to its full potential.

Expert Excel trainers can help you and your teams to use Excel to its maximum capacity which will allow other processes in your business to be better utilised and streamlined, such as inventory management systems and customer retention models.

4. Assist in your talent retention efforts

Your workforce is your most important asset and continuous skills development is essential to keep them feeling motivated and challenged.

By offering your employees professional skills training regularly, your business contributes to a learning culture where your employees can thrive, feel supported and not only feel as though they are competent to perform their roles, but confident enough to work their way up the ladder.

This approach benefits the company because instead of spending time and money on hiring a recruit who needs to learn the ropes of your business processes, your

knowledgeable employee can build on their experience within your company and add better strategic value in the long run.

Overall, you'll be creating a more satisfactory working environment where learning and curiosity are rewarded, and employees feel as though they are valuable members of your organisation, which in turn means you are unlikely to lose talented employees to more rewarding competitors.

5. Less pressure on your IT teams

Regular Excel training for your team will not only give them the confidence to make their own decisions and empower them to implement their own solutions, but it will have a positive impact on a variety of departments and other teams in your company too.

Employees who are not adequately trained to use software programmes like Microsoft Excel shouldn't need to turn to YouTube videos or your IT support team for assistance, especially when your IT team should be focusing on more pressing tasks like updating systems, security, and maintenance.

Unlike IT specialists who may only focus on helping people troubleshoot technical issues in Excel, [dedicated Excel trainers](#) support your teams in finding solutions that are unique to their work and your business goals. At Summit Solutions, we partner with clients to find specific solutions to their business needs and our Excel experts train teams with [specific Excel solutions, to empower them](#) with the most up to date Excel skills development. [Contact us](#) today to find out how we can partner with you as a dedicated data management consultant.

Conduct of the Programme at Nodal Center -5

It has been discussed and prepared Calendar for Skill up Gradation programme for Non Teaching Staff of Institution's of BLDE Association. Excel Training is the Programme which is planned first to conduct at the Nodal Center -5 BLDEA's JSS College of Education, PG Studies in Education and Research Center, Vijayapur. The Target Group of this Programme is Employers with less than Six Years of Experiences. The Training is given for thirty employers in each batch. Daily 30 Employers for about 5 hours. Totally five days in all 150 Employers will get the training.