

Management Development Programme

on

**“Effective Decision Making Using
Advanced Excel”**

February 11th - 12th, 2019



Program Director: Prof. Himanshu Joshi



**International Management Institute
New Delhi**

INTRODUCTION

In today's competitive business environment, managers face the challenge to make timely decisions. With proliferation of technology in all business functions, the ability to effectively use IT tools for taking data driven decision for improving sales, revenue and profitability is crucial.

Excel is the most frequently used tool by managers to handle data efficiently. Users claim to know excel but majority use it a data storage tool. Most of the business problems encountered in the area of Marketing, Finance, Human Resources and Operations can be dealt using excel.

The program aims to give the participants basic and advanced spreadsheet concepts and applications and focuses on data modeling using Microsoft Excel. The program covers decision making scenarios from various functional domains like marketing, finance, human resources and operations.

OBJECTIVES

- To develop an ability to approach a decision making problem in a logical manner.
- To improve decision ability of managers through analysis of real life situational data across different functional domains.
- To provide hands-on working knowledge of excel and its advanced features.

CONTENTS

- Overview of capabilities of excel
- Performing calculations
- Using formulas and functions
- Data Summarization, Ordering and Filtering
- Importing data from multiple sources and consolidation
- Finding Hidden Patterns and Relationships in Data
- Creating dynamic tables using pivot tables
- Creating dynamic charts and dashboards
- Building Excel Models for managing Marketing, Financial and Operations Data
- MS Excel for Business Forecasting
- Using Excel for Optimizing Resources
- Sensitivity Analysis
- Introduction to MS Excel PowerPivot
- Automating repetitive tasks using macros

- Collaborating with other users – sharing, protecting and authenticating workbooks.

METHODOLOGY

This is a 100 percent hands-on program. The instructor will supplement practical sessions with interactive discussions and Q&A.

DELIVERABLES

After the completion of the program, participants will:

- Master the advance features of excel.
- Develop the ability to formulate problem and develop decision support system models.
- Develop capability to make best use of the tool for handling data.

WHO SHOULD ATTEND?

Analysts, decision makers and managers who would like to improve their ability to take decisions using excel.

Top and Middle Level Managers working in various business functions (Finance, Marketing, Operations, Information Technology, Human Resources etc.) from public and private sector or government organizations.

FACULTY AND RESOURCE PERSONS

IMI faculty members and eminent resource persons will share expertise and experience in various sessions.

PROGRAM DIRECTOR

Prof. Himanshu Joshi is an Associate Professor and the Area Chair for Information Management at International Management Institute, New Delhi, India. He has overall 17 years of teaching, research and industry experience, with prior employment in organizations like United Nations Development Programme (UNDP) & UNAIDS. An avid researcher, Himanshu has several research papers published in referred national and international journals to his credit. Other than that, he periodically writes book chapters and is a regular with articles in various business & management publications. Himanshu is also a reviewer to international journals and has done book reviews on Enterprise Resource Planning and Knowledge Management. He has keen research interest in the areas of Information Systems, Electronic Business, Enterprise Resource Planning, Analytics and Knowledge Management. He has conducted training sessions on Spreadsheet modeling and data analytics for ONGC, IOCL, Satluj Jal Vidyut Nigam (SJVN), Phillips Carbon Black Limited (PCBL), Mittals Group, Canara Bank, Hindustan Zinc and Fab India. He also takes sessions on Information Systems, Electronic Commerce, Knowledge Management, Big Data and Analytics and Enterprise Systems. A graduate in Engineering, Himanshu is also a gold medalist from IMI, Delhi. He has done his doctorate in the area of Knowledge Management.

ADMINISTRATIVE DETAILS

Dates:

February 11th-12th, 2019

Venue:

International Management Institute
B-10, Qutub Institutional Area
New Delhi 110016

FEE

Non-residential: Rs. 18,000/- per participant (plus 18% GST as applicable) covering professional fee, program kit and lunch

Residential: Rs. 25,000/- per participant (plus 18% GST as applicable) covering professional fee, program kit and boarding/lodging (airconditioned single room) from noon of **February 10th, 2019** till noon of **February 13th, 2019** at IMI Campus.

Group Discounts

- 10% discount on fee amount is available in case an organization nominates 2 or more participants to the program.
- 20% discount on fee amount is available in case an organization nominates 4 or more participants to the program.

Fee is payable in advance by way of local cheque/DD in favor of **"International Management Institute"** payable at New Delhi or through direct electronic fund transfer to IMI Bank Account, as per following details:

Allahabad Bank Account Number: 50084979288
MICR Code: 110010007, IFSC Code: ALLA0211083
Pan No. AAAT10972K; GST No. AAAT10972KIZJ

Please mention the program name while making payment through electronic fund transfer.

REGISTRATION

The registration form duly filled in along with the program fee should reach us at least 7 days before the commencement date of the program. In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed. However, substitute(s) may be permitted with prior intimation.

CERTIFICATE OF PARTICIPATION

A certificate of successful participation by International Management Institute (IMI) will be issued to each delegate at the culmination of the program.

ABOUT IMI

IMI International Management Institute Nestled in Qutab Institutional Area, International Management Institute (IMI), New Delhi was established in 1981 in collaboration with IMI Geneva (now IMD Lausanne). IMI's flagship two-year Post-Graduate Diploma in Management (PGDM) program (launched in 1993) has Student Exchange programs with leading International Schools. These include ESC Rennes, France, Montpellier Business School, France, Frankfurt School of Finance and Management, Germany, Grenoble Ecole de Management, France, Louvain School of Management, Belgium, Sichuan Academy of Social Sciences, China, KEDGE Business School, France, University of Guelph, Canada to name a few. Besides its regular PGDM program, IMI New Delhi runs a two-year PGDM program in Human Resource Management (PGDMHRM) launched in 2006, a two-year PGDM program in Banking

and Financial Services (PGDM B&FS) launched in 2014, a 15-month Executive PGDM for mid-career executives (Executive PGDM) launched in 1984 and a Fellow Program in Management (FPM) launched in 2011.

In addition, IMI New Delhi also offers ITEC (Indian Technical and Economic Cooperation) Programs, as it is one of the few empanelled Institutes of the Ministry of External Affairs, Government of India. Under the aegis of MEA organised special Commonwealth Assistance Program, 15 international students are selected into the Executive PGDM Program. These ITEC programs are targeted at various developing countries from the Afro-Asian, South American and SAARC region. Another distinguishing feature of IMI Delhi is its strong Alumni network of over 5000+ professionals at senior management levels in leading corporate houses.

All IMI New Delhi's long term programs are approved by AICTE, Ministry of HRD, and Government of India. IMI New Delhi is internationally accredited by Association of MBAs (AMBA), UK. IMI's diverse and experienced resource pool of faculty resources having a rich combination of academic rigor and corporate exposure is one of the institute's distinct strengths. This vast and enriched pool has a special focus on delivering management education, training, research and consultancy. IMI contributes significantly to the growth and development of management as a discipline in India.

IMI conducts a large numbers of Management Development Programs (MDPs) every year, which include Open Programs, specially designed In-company programs and Online programs in different functional areas. These programs are aimed at capability building of senior-level and top-level managers and executives to help them in updating their concepts and enhancing leadership and managerial skills. IMI's strength across diverse management disciplines, backed by an excellent team of faculty and the strong network with eminent organizations, helps deliver its commitment towards its vision of being a premier global management school.

For registration/any other information, please contact:

**Dr. Ekta Saxena, General Manager (MDP & Online Education)
International Management Institute**

Address: B-10, Qutab Institutional Area, Tara Crescent
New Delhi 110016

Mobile : 9911941090

Phone: (011) 4719 4172 (Direct), 4719 4100, 4719 4200

Fax: (011) 4168 8439

E-mail: ekta.saxena@imi.edu, mdp@imi.edu

Website: www.imi.edu