

Mastering Spreadsheets for HR Payroll Calculations and Benefits Tracking

Learning and Development

Course Overview

Spreadsheets for HR Payroll Calculations and Benefits Tracking: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Spreadsheets for HR Payroll Calculations and Benefits Tracking
- Apply practical tools and techniques for Spreadsheets for HR Payroll Calculations and Benefits Tracking in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Spreadsheets for HR Payroll Calculations and Benefits Tracking in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

HR managers, HR business partners, talent and learning specialists, and line managers with significant people responsibilities.

Course Outline

1. Foundations of Spreadsheets for HR Payroll Calculations and Benefits Tracking: principles, terminology and context
2. The business case: why Spreadsheets for HR Payroll Calculations and Benefits Tracking matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
21 to 25 Sep 2026	Cairo	\$1,395
5 to 9 Oct 2026	Online	\$800
12 to 16 Oct 2026	Pretoria	\$1,650

26 to 30 Oct 2026	Windhoek	\$1,650
2 to 6 Nov 2026	Dar es Salaam	\$1,550
16 to 20 Nov 2026	Gaborone	\$1,450
23 to 27 Nov 2026	Kigali	\$1,395
7 to 11 Dec 2026	Cape Town	\$1,650

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.