

## **Human Resources Specialization Mini-MBA with the Excel Tool applied to HR**



**Coordinator: Dr. Hélder Couto**

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## Plan of Specialization Mini-MBA in Human Resource Management with Excel tool applied to HR

### Total Length

50 Hours

### Target Audience

All professionals who are executives of Top, Human Resource managers, technicians, human resources, service heads and middle managers with experience in team management.

### Outcome Profile

All students are entitled to a certificate of participation in MINI-MBA.

Additionally, and without any additional cost, can undergo a proficiency test at the end of the Specialization Mini-MBA. This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam." **This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

High Skills cannot ensure the level of credits earned because they are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

### Pre requirements

Not applicable.

### General objective

The Specialization Mini-MBA of Human Resources aims to:

- Enable for the operational management of human resources; Develop capabilities for the design of integrated strategies (psychosocial, cultural, technical and economic – financial) management and human resource development, organizational and social level;
- Promote skills of analysis and definition of human resource policies at the organizational and social levels (local, regional and national);
- Optimize the decisions of managers and directors of HR to HR management level, using the full potential of Excel and Excel transforming information into effective information to support decision-making.

## Specific objectives

At the end of the Specialization Mini-MBA the students will be able to:

- Identify the different types of remuneration, salaries and compulsory deductions;
- Differentiate certain forward contracts, uncertain and indeterminate;
- Knowing the renewal terms, effects of expiry of complaints and legal prior notice of the same types of contracts;
- Know how to calculate the payroll, with the respective allowances and deductions, applying the limits laid down in the Labour Code;
- Know how to calculate the indemnity rights of dependent employees, differentiated by the type of employment;
- Know how to calculate the annual wage bill and interpret it as Head of Human Resources, in order to have valid options and benefits in possible recruitment;
- Identify processes of internal and external recruitment – advantages and disadvantages. Frame the selection of personnel in the organization;
- Recognize the importance of ethics in recruitment and selection processes;
- Identify the steps of the curriculum analysis, as well as the various tests that are part of the selection of employees;
- Know generally the components of a performance management system and the importance of defining individual goals;
- Identify various forms of education and existing solutions within the personal development;
- Prepare and structure Excel templates adapted to different needs and HR processes;
- Optimize the calculations related to training by creating training dossiers and reports and organizing information through Excel;
- Structuring and organizing a framework of HR indicators, facilitating periodic review and achieved goals viewing;
- Plan, design and implement a performance evaluation by applying the Excel capabilities.

## Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	
<i>Module I – Human resource management projects</i>	3h
<i>Module II – Social security and taxation</i>	4h
<i>Module III – Labour taxation</i>	3h
<i>Module IV – Personal registration systems and payroll</i>	4h
<i>Module V – Attendance control systems and absenteeism</i>	4h
<i>Module VI – Legal factors at work – Legal Regime Applicable</i>	8h
<i>Module VII – Excel applied to Human Resources</i>	20h
<i>Module VIII – Optional – Preparation and Exam</i>	4h
<i>Module IX – Closing</i>	
<b>Total</b>	<b>50h</b>

## Program Content

### **Module 0 – Opening**

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

### **Module I – Human resource management projects**

- Framework - Project Management applied to Human Resources;
- Project management tools;
- Management and Registration;
- Practical application exercise.

### **Module II – Social Security**

- Basic Law and Legal Binding System;
- Family benefits;
- Calculation System and Reform:
  - Old age;
  - Anticipated.
- Compensation maps;
- Mandatory contributions;
- Analysis of case studies, applying local laws.

### **Module III – Taxation**

- IRT;
- Allowances;
- Subsidies;
- Exemptions and benefits;
- Tax rules Calculation of Compensation;
- Analysis of case studies, applying local laws.

### **Module IV – Personal registration systems and payroll**

- The Single Register of Labor;
- Examples of organizations;
- Exercises Payroll Processing Practical;
- Map of Overtime;
- Support payroll software;
- Preparation and Implementation of Performance Evaluation Systems;
- Objectives and Performance Evaluation of Strategies;
- Methods and performance assessment instruments;
- The Performance Assessment Interview;
- Attendance control – methods and techniques;
- Management of absenteeism;
- Analysis of case studies and practical exercises.

### **Module V – Legal factors at work – Legal Regime Applicable**

- Elaboration of rules / code of conduct / ethics / Corporate Responsibility;
- Minutes of work contracts;
- Disciplinary proceedings:
  - Deadlines;
  - Reports.
- Fulfillment of legal obligations:
  - Mandatory reporting;
  - Deadlines.
- Rules and preventive measures in place of general inspection work;
- The Qualifier:
  - Career Management.
- Case studies and practical exercises, applying local laws.

## Module VI – Excel applied to Human Resources

- Planning, Design and Performance Evaluation of Implementation in Excel:
  - Worksheet definition according to the data, parameters and performance evaluation of variables;
  - Application of Excel tools in Performance Assessment context;
  - As detailed analyzes based on the results of typology:
    - Statistical analysis, graphical analysis and content analysis;
    - Dashboards as indicators of evaluation;
    - Forced distributions;
    - Organized presentation of the resulting information.
- Excel as a tool for Revision Holding Salary
  - Create pivot tables to synthesize information;
  - Tables of a Single Input, a Multiple Input and tables Two Inputs with Filter Criteria Range;
  - Make decisions based on graphical analysis and automatic calculations;
  - The importance of information protection: Methodologies.
- Administrative management - Automation calculations in Excel
  - Automating repetitive administrative procedures;
  - Creation of simulators for automatic performing calculations;
  - Macro creation for performing repetitive processes;
  - Creating simulators to avoid redundancies:
    - Social Security calculation;
    - Change in net earnings;
    - Compensation in the event of leaving the company.
- Monitoring indicators of human resources based on Excel
  - Creating an Indicator Monitoring Framework:
    - Periodic review and Immediate View of the State of achievement of objectives : Deviations identification;
    - Identification of Strategic Objectives based on the Balanced Scorecard methodology;
    - Operationalization of Deployment Goals in Excel;
    - Planning Registration of collected data;
    - Types of indicators and their operationalization in Excel;
    - Alarm introduction through the Conditional Formatting.

## Module VII – Optional – Preparation and Exam

- Assess and evaluate the knowledge acquired.

## Module VIII – Closing

- Evaluation of the Specialization Mini-MBA: trainers and trainees.

## Methodology

This Specialization Mini-MBA aims to promote an interactive environment between the trainer and the group as well as among all students. In this sense refers to an approach of the syllabus through the use of methods and diverse pedagogical techniques.

<b>Moment / Objective</b>	<b>Method / Technique</b>
In every modules.	Expository Demonstrative Active
In every modules.	Analysis of Real Cases
In every modules.	Interrogative

## Students Assessment

The assessment techniques indicated are framed by the three time points as follows, expressed by the following table:

<b>Moment</b>	<b>Technique</b>	<b>Instrument</b>	<b>Objective</b>
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

## Didactic Resources

- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit.



## Training Team

### **Dr Hélder Couto**

#### **Academic qualifications**

Air Force / Aeronautical Science Officer Course, Air Force Military and Technical Training Center / Air Force Academy, in 2002;

Degree in Sociology from the Higher Institute of Social and Political Sciences of the Technical University of Lisbon, in 2010;

Post-Graduation in Data Analysis in Social Sciences (SPSS), by ISCTE-Instituto Universitário de Lisboa, in 2011;

Post-graduated in Management and Public Administration from the Higher Institute of Social and Political Sciences of the Technical University of Lisbon, in 2013;

Specialization Course in Security Management at Universidade Aberta, in 2014.



#### **Professional Career:**

Between 2001 and 2002 Personnel technician at Continental Mabor;

Between 2002 and 2010 Officer of the Portuguese Air Force (Leadership and Leadership Functions, being an internal trainer in the Armed Forces in areas related to the development and management of aeronautical personnel);

Between 2009 and 2010 Júnior Researcher at the Technical University of Lisbon;

Since 2011 Trainer and International Consultant;

Since 2016 Trainer and Consultant at High Skills with skills in the area of Human Resources; in Public Administration and in Management and Culture in Organizations and with experience in the Portuguese, Angolan, Mozambican, Sao Tome and Cape Verdian markets.

## Conditions

If you have more than two participants contact us to know our business benefits!

**High Skills – Formação e Consultoria, LDA.**

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

## Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the Specialization Mini-MBA start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the Specialization Mini-MBA starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

## Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:			
Mini-MBA:	Specialization Mini-MBA in Human Resources Management with Excel tool		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

## Possible contacts for more information:

E-mail: [geral@highskills.pt](mailto:geral@highskills.pt)

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