Our other
Management Development Programmes

Sl. No.	Programme Title	Dates
1.	Leveraging Social Media for Business Intelligence	April 29, 2019
2.	Performance Management-Current Trends and the Future	May 6, 2019
3.	Effective Purchasing Skills and Strategic Sourcing	May 23-24, 2019
4.	Understanding Sales and Distribution Analytics	June 10-11, 2019
5.	Advanced Excel Training	June 27-28, 2019
6.	Train the Trainer	July 8-9, 2019
7.	Data Analytics for Expanding Markets	July 18-19, 2019
8.	HR Analytics	July 22-23, 2019
9.	Developing an Intrapreneurial Mindset for Effective Leadership	July 29-30, 2019
10.	Effective Communication for Women in the Workplace	August 8-9, 2019
11.	Finance for Women Executives	August 26-27, 2019
12.	Decision Making Techniques for Managers	September 2-3, 2019
13.	Effective Communication and Presentation Skills	September 12-13, 2019
14.	Effective Negotiation Skills	September 18-20, 2019
15.	Introduction to Intellectual Property Rights	October 14, 2019
16.	Project Management	October 21-22, 2019
17.	Retirement Planning for Middle Level and Senior Executives	November 4-5, 2019
18.	Building leadership potential of Women Professionals	November 7-8, 2019
19.	Marketing Analytics	November 14-15, 2019
20.	Aligning CSR with Sustainable Development Goals : Strategy Formulation, Implementation and Impact Assessment	November 18-19, 2019
21.	Financial Strategies for Value Creation	November 21-22, 2019
22.	The New Indian Consumer: Winning Concepts and Practices	November 29, 2019
23.	Deep Learning-Foundation and Advances	December 9-11, 2019
24.	Enhancing Assertiveness & Positive Attitude	December 12-13, 2019
25.	Managerial Leadership and Team Building	December 16-17, 2019
26.	ISO 27001:2013 Lead Implementer Course	January 9-10, 2020
27.	Enhancing your Personal Brand	January 16-17, 2020
28.	Enterprise Risk Management	January 30-31, 2020

ABOUT THE INSTITUTE

FORE School of Management (FORE) has been established by the Foundation for Organisational Research and Education, a non-profit organisation, with a mission "To achieve and sustain Leadership in Management Education, Research, Consultancy and Development".

Programmes and Accreditations:

- The PGDM, PGDM (IB) & PGDM (Financial Management) courses at FORE are AICTE (All India Council for Technical Education) approved.

- The PGDM and PGDM (IB) courses are accredited by National Board of Accreditation (NBA).

- The PGDM and PGDM (IB) courses are equivalent to MBA. Equivalence permission is granted by Association of Indian Universities (AIU).

- FORE has been awarded "SAQS Accreditation" by Association of Management Development Institutions in South Asia (AMDISA).

- FORE has set up a state-of-the-art Studio at its Campus to conduct Online Executive Education Programmes for Working Professionals and has been successfully conducting variety of such online certification courses.

Eminent academicians with many years of experience and experts from industry, recognized nationally and internationally, constitute faculty at FORE. FORE has in-house training facilitators in the field of Communication, OB & HR, Finance, Operations, Marketing, IT, International Business and Strategic Decision Making.

With a sharp focus on Management Education, Executive Education Programmes/MDPs, Consulting and Research, FORE stands amongst the Top Business Schools in the country.

FORE conducts MDPs to equip managers with knowledge, skills and attitudes required for effectively responding to global developments and competitive requirements. Our MDPs are designed with an appropriate blend of conceptual and experiential learning. Apart from open programmes, FORE conducts customized In-Company Programmes tailored to suit organisation's needs on topics/areas specifically required by an organisation. These Management Development Programmes (MDPs) are either custom-designed to suit client requirements or are offered by faculty on a specific theme to meet various client needs.

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For any other information, please contact:

Executive Education Office

FORE School of Management

Adhitam Kendra
B-18, Qutub Institutional Area, New Delhi 110016.
Phone: (011) 2685 6301 (Direct), 4124 2424-33 (Extn. 471 & 498)
E-mail: exed@fsm.ac.in, Website: www.fsm.ac.in

DESIGNED BY: ALPS PRINTERS

Management Development Programme
on

Advanced Excel Training

June 27-28, 2019

FORE Campus, New Delhi

Programme Director:
Prof. Sumeet Kaur

Imparting Knowledge for Exploring New Horizons

FORE
FORE School of Management
New Delhi

Introduction

For many people, **Microsoft Excel** is the technology upon which they rely on a daily basis, covering a multitude of workplace applications. **You can use Excel** to access, process, analyze, share, and display the information with which you work. Applications for Microsoft Excel have expanded far beyond the accounting and finance departments, to include users in virtually every aspect of business operations.

Objectives

This Excel 2016 advanced training course, is much more than a quick way to add up numbers. In this course you will learn advanced features. By the conclusion of this advance course, you will master the advanced features and functions of this software.

Contents

Microsoft Excel 2016 Advanced

1. Essential worksheets operations
2. Working with cells and ranges
3. Introducing Tables
4. Removing Duplicate Rows
5. Sorting & Filtering Tables
6. Filtering tables with slicers
7. Creating Subtotals
8. Understanding data with conditional formatting Charts
9. Introducing Formulas and Functions
10. Text Function
11. Date & Time Function
12. The IF Function: what it is, and how to use it
13. COUNTIF, COUNTIFS, COUNTA COUNTBLANK Function
14. SUMIF, AVERAGEIF, SUMIFS, AVERAGEIFS Function
15. Introducing array formulas
16. Vlookup, Hlookup
17. Match function
18. Index function
19. Goal Seek
20. Using Solver
21. Tracking and Reviewing Changes
22. Text to table

Methodology

100% hands on

Who Should Attend

All analysts, decision makers and managers who would like to improve the ability of using Excel for taking decision under uncertainty.

Duration & Venue

Dates: June 27-28, 2019

Venue: FORE School of Management, B-18, Qutub Institutional Area, New Delhi 110016

Fee

Non-residential: Rs. 16,000 per participant (plus GST @18%) covering professional fee, programme kit and tea/lunch.

Residential: Rs. 28,000 per participant (plus GST @18%) covering professional fee, programme kit and boarding and lodging (air conditioned single room) at Hotel Residency Resorts (P) Ltd./Qutab Residency, New Delhi or equivalent from **noon of June 26, 2019 till noon of June 29, 2019.**

Discounts

- Early bird discount of Rs. 2,400 per participant for nominations received on or before June 20, 2019.
- One complimentary nomination on non-residential basis for every group of three nominations from the same organization, i.e., 3+1 participants for the fee of 3 participants.

Fee is payable in advance by way of Local Cheque/DD in favor of "FORE School of Management" payable at New Delhi. You can also make online payment of fees by logging on to FORE website http://www.fsm.ac.in/open-mdp-calendar-2019-2020

Registration

The registration form duly filled in along with the Programme fee should reach us at least 7 days before the commencement date of the Programme. You can also register & pay online by logging on to FORE website http://www.fsm.ac.in/open-mdp-calendar-2019-2020. 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

The Institute issues a certificate of participation on conclusion of the programme.

Faculty

The faculty members of the Institute will take the programme sessions, except for a few sessions that may be taken by guest speakers.

Programme Director

Prof. Sumeet Kaur: Associate Professor, FORE is Ph.D, M Phil, M.Sc (Gold Medalist). She has over 14 years work experience. She has conducted Management Development Programs on topics like applications of qualitative techniques in competence mapping, simulation techniques and assignment problems, operations excellence, supply chain management, advanced excel techniques for managers of public and private sector. She has also conducted Faculty Development Program on topics like SPSS and Research Methods, Multivariate Data Analysis, Machine Learning and Analytics using R. She has also been involved in case development with Maruti True Value, Blind People Association, Indraprastha Apollo Hospitals which are published in European Case Clearing House (ECCH). She teaches courses on Business Statistics, Business Analytics, Multivariate Data Analysis and Advance Business Statistics in Big Data associated with University of California, Riverside. She can be reached at: <skaur@fsm.ac.in>.

Advanced Excel Training

June 27-28, 2019
Registration Form

Name: _____

Designation: _____

Organisation: _____

_____

Office Address: _____

_____

_____

Phone: Office _____

Mobile: _____

Email: _____

Fax: _____

Your expectations from the Programme: _____

_____

_____

Residential / Non Residential _____

Payment Options

Online Payment
Programme fees can be paid through credit / debit card / net banking. Please logon to FORE website http://www.fsm.ac.in/open-mdp-calendar-2019-2020 for online registration and payment.

Offline Payment
Programme fees can be paid through Local Cheque / DD
If attached please give details

Local cheque / DD No. _____ Date _____ Amount _____

Signature

(Please return the completed form by post or email: exed@fsm.ac.in, to:

Executive Education Office
FORE School of Management
B-18, Qutub Institutional Area
New Delhi 110 016

Note: Please feel free to make copies of this form for additional registrations.