

## Special Assistants: dashboard and budget monitoring



AS-30 2 Days (14 Hours)

### Description

Your manager must have management tools to monitor his activity. It's up to you to develop them and monitor them. This 'Special Assistants: dashboard and budget monitoring' training allows you to master the necessary skills: construction of tables, knowledge of advanced Excel functions, formatting of information.

### Who is this training for ?

#### For whom

Assistant, secretary, executive assistant, any collaborator, mastering the basics of Excel.

#### Prerequisites

None.

### Training objectives

- Build a budget monitoring table or a dashboard adapted to the management needs of your manager.
- Implement an impactful dashboard in Excel.
- Organize and make the data reliable, highlight the figures.

### Training program

#### Préparer le tableau de bord ou le suivi budgétaire

- Contribute to the development of your department's budget.
- Locate the role and purpose of the dashboard in relation to the department's activity.
- Define type indicators: performance, management, lighting.
- Analyze the objectives of your department (Ask your manager the right questions) to create a dashboard structure adapted to operational staff.
- Be proactive.

### Gagner en efficacité en utilisant les fonctions avancées d'Excel

- Collect data useful for creating the table.
- Manage data updating and secure data entry.
- Use advanced formulas and functions 'Excel to extract targeted information.
- Use basic pivot table functions to make data analysis easier.

### Illustrer les chiffres de façon percutante

- Format the table to make it easier to read and guide the eye to the important points.
- Automatically highlight alerts to flag discrepancies and enable analysis.
- Choose and create a graph based on the objective.
- Use PowerPoint to illustrate and highlight an analysis.