



**BSSS  
INSTITUTE**  
of Advanced  
Studies

...in pursuit of Managerial Excellence!



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**MDP**

## Enhancing Workplace Productivity Using Excel

10<sup>th</sup> - 11<sup>th</sup> March, 2026

### About BSSS IAS

The BSSS Institute of Advanced Studies (BSSS IAS), an AICTE-approved institution, is engaged in education, research, training, and consultancy activities in the areas of management, sustainable development, rural development, social sciences, etc. It strives to provide a comprehensive platform for growth and empower individuals to thrive in their respective fields. It is one of the best Professional Management Institutions engaged in multidisciplinary activities and has collaborated with Assumption University, Thailand, and Synergy University, Russia, for joint research, training, and management education. The Institute envisions emerging as a top Professional Management Institution in Central India by playing a pivotal role in professional management education in the coming years and adorning a path with an undivided focus on quality education and excellence, thereby placing itself as an institution of national and international importance. Its excellent infrastructure provides an environment conducive to academic activities, professional deliberations, and social interactions.

BSSS IAS has a strong portfolio of multidisciplinary faculties, experience in national and international consultations and the best training Institute in Central India. As a part of the Executive Training programme, we have proposed many Management Development Programmes which are focused to increase managerial business skills and leadership capabilities of managers who aspire to be among the top leadership in their organizations. BSSS IAS is organising a series of training programmes for corporates and also for govt. employees.

### Rationale of the Programme

In the contemporary workplace, efficiency and accuracy are essential for success. Microsoft Excel remains one of the most powerful and versatile tools for data management, analysis, and reporting, yet many professionals only use a fraction of its potential. This Management Development Programme (MDP) is designed to help participants unlock the full power of Excel to streamline workflows, enhance decision-making, and boost productivity.

By mastering advanced Excel features, participants can save time, reduce errors, and present information in clear, actionable formats. The program blends hands-on exercises with real-world case examples to ensure immediate workplace applicability.

## Programme Objectives:

After attending the programme, participants will be able to:

- Master Excel Fundamentals: Gain proficiency in basic functions, formulas, and data handling techniques.
- Data Analysis and Visualization: Use advanced tools like PivotTables, charts, and conditional formatting to extract insights.
- Automate Repetitive Tasks: Apply macros and other automation tools to reduce manual effort.
- Ensure Data Accuracy: Use data validation, error-checking, and structured referencing to improve reliability.
- Boost Productivity: Apply time-saving tips and shortcuts to maximize output with minimal effort.



### Programme Coordinator(s):



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## Programme Components:

- Overview of Excel interface and essential shortcuts
- Formulas (LOOKUP, TEXT functions, IF statements, etc.)
- Data cleaning and transformation techniques
- PivotTables and PivotCharts for quick analysis
- Conditional formatting for better visualization
- Data validation and error prevention strategies
- Creating dashboards for reporting and decision-making
- Introduction to macros for automation

Duration - 2 days

## Who Should Participate

This program is ideal for executives, managers, analysts, and administrators from any field who want to improve their data-handling skills and increase productivity through effective use of Excel.

## Registration Fees

- Offline (Non- Residential)- 4,000/-
- Offline (Residential - Double) - 7,000/-
- Offline (Residential - Single)- 8,000/-

Registration fee includes the study material, practice handouts, working lunch, & tea.

Certificate will be issued to the participants who have attended the complete Programme.

For further details, please contact:

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