



Frequently Asked Questions on the XL Numerics half-day in-house session

Presenting the Numbers – The Essentials

An interactive workshop on techniques and tools to clearly present your business data

<p>Who presents the course?</p>	<p>Harold Graycar, a principal of XL Numerics.</p> <p>Harold is an experienced executive with a broad background in information technology, business development and general management.</p> <p>He has developed and presented courses on how to increase business productivity and extract value from corporate data to hundreds of executives, analysts and planners from leading corporate and government organisations both in Australia and overseas.</p>
<p>Where can I see some references?</p>	<p>You can see references from past course participants at www.xlnumerics.com/references</p>
<p>How can I work out the Return On Investment for the course?</p>	<p>Simply download our free ROI calculator from www.xlnumerics.com/images/PTN-E-PaybackAnalyser.xlsx</p>
<p>How do I make a booking?</p>	<p>You can book an available date directly from www.xlnumerics.com/booking or call us on 02 8920 9120.</p>
<p>What do you provide with the course?</p>	<p>XL Numerics provides:</p> <ul style="list-style-type: none"> - The course handbook, which participants can write in as a workbook - A USB stick with Excel models, examples and worked exercises, plus supporting documents for the session - A shortcut card with Excel hints. <p>The presenter may also provide other handouts relevant to the session.</p>
<p>Where do you hold the course?</p>	<p>We present the course at the client's premises.</p> <p>The best type of venue is a meeting room, board room or training room where the participants can all be seated at one large table or a set of tables.</p>
<p>What if our organisation doesn't have a suitable location?</p>	<p>If the client doesn't have a room that can fit the group comfortably, then we can provide a comfortable, professional venue offsite -- and it is usually not too expensive to do so.</p>

<p>What time do you present the sessions?</p>	<p>This session has 3 hours of presentation/practical time, so we can run a:</p> <ul style="list-style-type: none"> - Morning session (9am – 12noon); or - Afternoon session (2pm – 5pm). <p>There is usually a 30 minute wind-down period after that for informal questions and follow-ups.</p> <p>Alternatively, we can arrange a session at a time that suits your staff, and even do it outside normal business hours if that’s what you require.</p>
<p>Is there a break in the session?</p>	<p>We generally take a 15 minute break in the middle of the session.</p>
<p>What facilities are required in the course venue?</p>	<p>Part of the presentation uses a data projector, so a screen (or clear wall area) is required.</p> <p>A whiteboard is very useful for emphasising ideas and on-the-spot explanations.</p> <p>Where participants are bringing along laptops, power outlets are required.</p>
<p>Who provides the data projector?</p>	<p>If you have a projector at the venue, that’s fine. If not, let us know and the presenter will bring one.</p>
<p>How many people attend a session?</p>	<p>We have found that the most effective number of participants for a session is between about 8 and 12. Because much of the session involves hands-on work, this size group provides the opportunity for each participant to get some direct attention.</p>
<p>What background do participants need to have?</p>	<p>This course is targeted at business professionals across a wide range of industries and work types.</p> <p>Because we use Excel as a training tool, we would expect that participants have some basic-level skills using Excel, including:</p> <ul style="list-style-type: none"> - using the Excel 2007 toolbar and ribbon controls and navigate worksheets - using multi-sheet workbooks, entering/formatting/updating cells, and saving workbooks - using formulas and functions for adding cells, summing columns, calculating percentages, averages, ratios <i>etc</i> - selecting, building, copying and extending data ranges.
<p>What if our staff have different ability levels in using Excel?</p>	<p>This course introduces some new concepts and techniques, and relies on just some basic understanding of Excel – the level that you would expect in most professional staff. Harold is very experienced in working with classes of mixed professional backgrounds.</p>
<p>What if our staff are all really brilliant users of Excel?</p>	<p>This course isn’t primarily about Excel – it’s about learning the skills to present information professionally and effectively, so even ‘power users’ should find that they learn lots of new things.</p>

<p>What do participants need to bring?</p>	<p>Because of the hands-on work, participants should have access to a Windows-based computer with Excel 2007 or 2010 installed.</p> <p>In some organisations, participants will bring along their laptops, or where the session is in a training room, desktop PCs can be used.</p>
<p>Our staff don't have laptops and there are no computers in the venue</p>	<p>If you need it, we can provide an offsite training room fully equipped with computers -- and it is usually not too expensive to do so.</p>
<p>What if we use an older version of Excel in our organisation?</p>	<p>The course is structured around Excel 2007 because most organisations have moved to that version now. [Excel 2010 has essentially the same structure as 2007, so the course is equally structured for Excel 2010].</p> <p>The basic principles covered by the course are the same for all previous versions of Excel, however the hands-on examples have been designed to help your staff get the most out of 2007.</p> <p>If you want to put together more than one session, we can modify the material to provide some specialised training in Excel 2003 for you.</p>
<p>Our staff come from different backgrounds, so will they be able to work together on the course?</p>	<p>This is a business focused course, and is targeted at getting business outcomes across the whole organisation. Harold is very experienced in working with multi-disciplinary groups, and the course uses examples that come from a wide range of business applications.</p>
<p>What follow-up service do you provide after the session?</p>	<p>We provide a follow-up email service for participants. We won't do their homework for them, but we do provide advice related to the course contents and help in applying what they learned to their own workplace.</p>
<p>What if we need some more extensive follow-up help?</p>	<p>XL Numerics provides consulting services as well, so if you need help in applying the techniques to your own business context, one of the senior consultants can work with you -- and it will probably be far more focused and less expensive than using the larger business consulting firms around town.</p>