
Industrial Psychology Consultants

HR ANALYTICS TRAINING

Building Automated HR Reports



Integrate your HR Domain experience with analytical capabilities to drive ultimate strategic impact within your organization.

Description

This course is designed to equip you with competencies for collecting and analyzing the information on your workforce, your organization, and your strategy to generate fact-based insights that guide decision-making and set you apart from your competition. It is a comprehensive course that enables you to familiarize yourself with working on business data transforming it into Key Performance Indicators that inform you whether you are making progress in implementing your business strategy or accomplishing your organizational goals.

You will have the opportunity to develop your skills regarding projecting and analyzing business data and ultimately learn how to create informative visualizations that present data-driven insights. The course will enable you to generate agile custom reports for all the information you collect, and free you from the standard HR Information Systems reports that are limited in scope and do not change in line with changes in your business strategy.

Course Objectives

- **HR Analytics**

Gain skills in organizing data, comparing it to your past period data, benchmarking it to outside sources, and making operational and strategic decisions in your organization. Learn how to predict future business outcomes based on past data and current business dynamics.

- **HR Metrics and Key Performance Indicators**

Learn how to manage HR data, sort and filter it into individual metrics, identify key performance indicators and track them regularly to generate insights that inform strategic decisions.

- **Connecting HR Data to Business Outcomes**

Learn how to make a significant impact in your business by linking HR data to business outcomes and demonstrating how your people policies shape the company's strategy implementation.

- **Microsoft Excel**

Learn how to use lookup formulae to integrate several datasets into one database to analyze HR data. Master excel functions to gain capabilities of transforming data into information by utilizing calculated tasks in excel.

Improve your reporting capabilities by mastering pivot tables, charts, slicers, and report connectors to generate integrated reports that are agile, dynamic, and have a drill-down capability that enables you to slice and dice information by several dimensions.

- **HR Reports**

Learn how to design reports that track progress in implementing your organizational strategy and distinguish between strategic and operational insights. Improve your understanding of HR Reports' purpose and what executives expect to see in HR Reports.

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- **Analytics Implementation**

Master the detailed steps to implement an automated HR Analytics Solution within your business by extracting data from multiple sources and developing integrated insights that simplify connecting business outcomes.

Each person trained will receive a gift bag containing a USB flash drive with course content and exercises for practice, reference, and revision purposes.

Presenters	David Shambare & Yolanda Chimonyo
Venue	Online Learning
Dates	1 October and Every Friday After