

# **HR Board Report Workshop**

**Course Outline**

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# DESCRIPTION

Unlock the full potential of your organization's HR data by learning how to present it effectively to decision makers. Throughout this entry-level training you will work on practical examples using Microsoft Excel. This workshop will help you produce HR insights that feed into important business decisions. You will learn how to prepare reports with insights that the Board cannot afford to ignore. The workshop will also focus on telling a compelling story with your data using modern data visualization techniques.

**N.B. You can choose to attend both days or one day depending on the skills gap, you have on HR Board report preparation.**

## Pre-Requisite

The curriculum is created for people who have little or no experience with analyzing data. You will learn everything from extracting, cleaning, and analyzing HR data, to building your own custom HR dashboard.

# COURSE OUTLINE

## Day 1

### HR Board Report Preparation {ZWL 19500}

The relationship between HR indicators and business performance

Selecting the right HR indicators for your report

Interpreting HR indicators for the benefits of the business

Reporting Levels

## LEVEL 1: BASIC DATA PRESENTATION

→ The report is largely FYI

## LEVEL 2: BASIC INSIGHTS

→ Graphical manipulation of data

→ Basic correlational analysis

→ Using the before and after intervention model of data manipulation for insights

→ Using the split sample approach to data manipulation and insights

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## LEVEL 3: LINKING HR INDICATORS TO BUSINESS PERFORMANCE INDICATORS

- The focus is on how HR data can help inform immediate and future business decisions
- The focus is on predicting key business outcomes using HR data

### Day 2

#### **Data Visualisation {Fee- ZWL 19500}**

- Introduction to the HR Dashboard and visualizations
- Collecting data for analysis
- Analyzing Data using Pivot Tables
- Visualizing Data with Pivot Charts
- Making Data interactive using slicers and timelines
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- Coming up with color themes
- Putting the dashboard together.

**Price**            ZW\$ 19,500/ 1 Day  
                          ZW\$ 32,500/ 2 Days