



HR MASTER CLASS

HR ANALYTICS

FOR PROFESSIONALS

<https://careershq.co/hr-analytics/> 

Course Learning Outcomes:

By the end of the course, participants will:

1

PROFICIENCY
Gain proficiency in using Excel and Power BI to analyze HR data

2

HR METRICS
Learn to calculate key HR metrics such as turnover, absenteeism, and employee engagement

3

HR DASHBOARDS
Build dynamic HR dashboards and reports to support HR decision-making

4

HR TEMPLATES
Develop predictive models to anticipate workforce trends and make data-driven HR decisions

About Curriculum

This curriculum will ensure that participants not only understand the core concepts of HR Analytics but also become highly skilled in using Excel and Power BI for HR data analysis and visualization. Each module is supplemented with case studies and practical assignments to reinforce learning.



Instructors

This course is mentored by season experts in the industry





Course Overview

This 12-week course will introduce participants to the fundamentals of HR analytics using Excel and Power BI for HR-related data analysis and visualization.

Course Overview

It will cover data handling, visualization, and reporting skills using these tools, with a focus on applying these techniques to HR-specific metrics and KPIs.



Week 1: Introduction to Excel for HR Analytics

- 1.1: Basics of Excel
 - Navigating Excel: Menus, shortcuts, and formula basics
 - Understanding HR data sources and types of HR data (employee data, recruitment data, etc.)
- 1.2: Essential Excel Functions for HR
 - Basic formulas and functions (SUM, AVERAGE, COUNT, IF)
 - Sorting, filtering, and conditional formatting for HR data



Week 2: HR Metrics Calculation in Excel

- 2.1: Employee Turnover Analysis
 - Calculating turnover rates (voluntary and involuntary)
 - Using VLOOKUP/HLOOKUP for HR data referencing
- 2.2: HR KPIs and Metrics
 - Calculating key metrics like absenteeism, time-to-hire, retention rate
 - Creating pivot tables for employee data analysis



Week 3: Advanced Excel Functions for HR Data Analysis

- 3.1: Data Visualization in Excel
 - Using charts and graphs (bar, pie, line) for HR reports
 - Dynamic dashboards with slicers and tables for HR reporting
- 3.2: Advanced Formulas for HR Analytics
 - Nested IF statements, SUMIFS, COUNTIFS for complex HR datasets
 - Analyzing data with INDEX-MATCH and advanced referencing functions



Week 4: Case Study – HR Analytics in Excel

- 4.1: Employee Performance and Engagement Analysis
 - Analyzing employee performance and engagement data using pivot tables
- 4.2: Capstone Project
 - Participants will analyze a sample HR dataset and deliver insights using Excel techniques
 - Creating a final HR dashboard and presenting findings



Customer Development Process



Lesson Discovery

The lesson is designed to accommodate beginners and advanced learners alike, offering plenty of exercises to help you refine your skills.



Student Support

We also provide comprehensive student support, with all resources uploaded to each student's personalized learning dashboard.



Case Studies

We incorporate case studies to enrich the learning experience and deepen student understanding.



Project Portfolio

Our training sessions are hands-on and comprehensive, designed to help students build strong portfolios.

Weeks 5–8: HR Analytics with Power BI

Power BI plays a significant role in HR analytics by enabling organizations to make data-driven decisions and optimize their human resource processes.

Week 5: Introduction to Power BI for HR Analytics

- 5.1: Getting Started with Power BI
 - Overview of Power BI: Desktop interface, basic features, and HR data preparation
 - Connecting and importing HR data sources (Excel, HRIS systems)
- 5.2: Data Transformation in Power BI
 - Cleaning and transforming HR data using Power Query
 - Removing duplicates, handling null values, and data formatting



Week 6: Visualizing HR Data with Power BI

- 6.1: Creating HR Dashboards
 - Designing HR reports with visuals: Bar charts, line charts, KPIs
 - Using slicers and filters for interactive reporting
- 6.2: Building Key HR Metrics Reports
 - Visualizing employee turnover, absenteeism, and diversity
 - Understanding and applying DAX functions for HR metrics calculations
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Week 7: Advanced Power BI Features for HR Analysis

- 7.1: HR Data Modeling in Power BI
 - Relationships between tables and HR data (e.g., employee performance, salary data)
 - Creating calculated columns and measures
- 7.2: Advanced DAX for HR Metrics
 - Using advanced DAX functions for HR analysis (e.g., CALCULATE, FILTER, SUMX)
 - Analyzing trends over time (monthly turnover, headcount growth)



Week 8: Case Study – HR Analytics with Power BI

- 8.1: Creating an HR Dashboard
 - Participants will design an HR dashboard showcasing employee engagement and retention metrics
 -
- 8.2: Capstone Project
 - Creating a comprehensive Power BI report and presenting insights from an HR dataset





Weeks 9–12: HR Analytics Concepts

HR Analytics, also known as People Analytics or Workforce Analytics, involves the systematic analysis of HR data to make informed decisions that enhance workforce performance and optimize HR processes.

This module covers HR Analytics concepts and more.

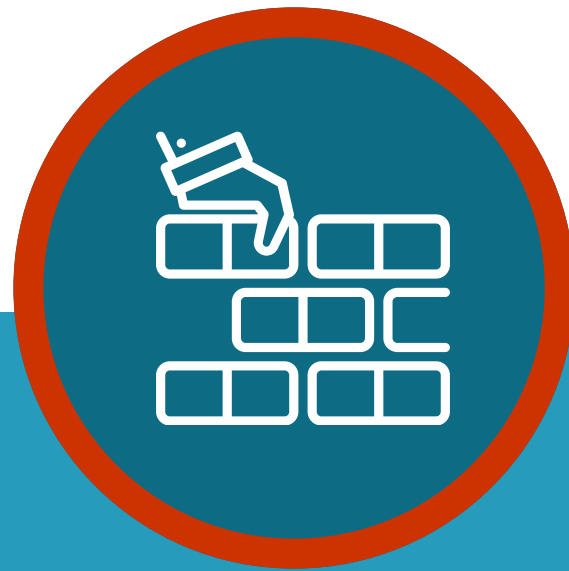
Here's the tips of the iceberg >>>

Week 9: HR Analytics Concepts



Workforce Planning

Involves analyzing and forecasting future workforce needs to ensure the right talent is available to meet business goals.



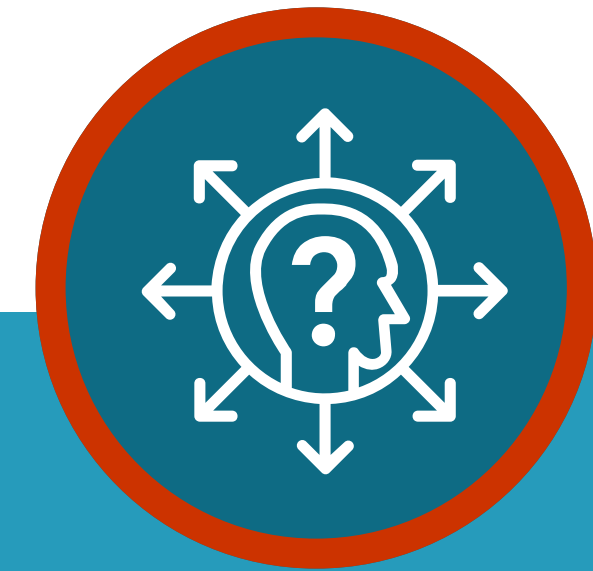
Talent Acquisition Analytics

The analysis of recruitment processes and metrics to optimize hiring strategies.



Performance Management Analytics

Uses data to assess employee performance, identify top talent, and monitor progress against performance goals.



Employee Engagement and Satisfaction

Measures and analyzes factors that contribute to employee morale, job satisfaction, and engagement.

Week 10: HR Analytics Concepts



Turnover and Retention Analytics

Focuses on understanding employee turnover and identifying factors that lead to higher retention rates.



Learning and Development (L&D) Analytics

Involves tracking the effectiveness of training and development programs and their impact on employee performance.



Diversity and Inclusion Analytics

The analysis of workforce diversity metrics, such as gender, ethnicity, and age, to create a more inclusive workplace.



Compensation and Benefits Analytics

Involves analyzing pay structures, benefits packages, and reward systems to ensure fair and competitive compensation.

Week 11: HR Analytics Concepts



Absenteeism and Attendance Analytics

Monitors employee attendance patterns and the impact of absenteeism on productivity.



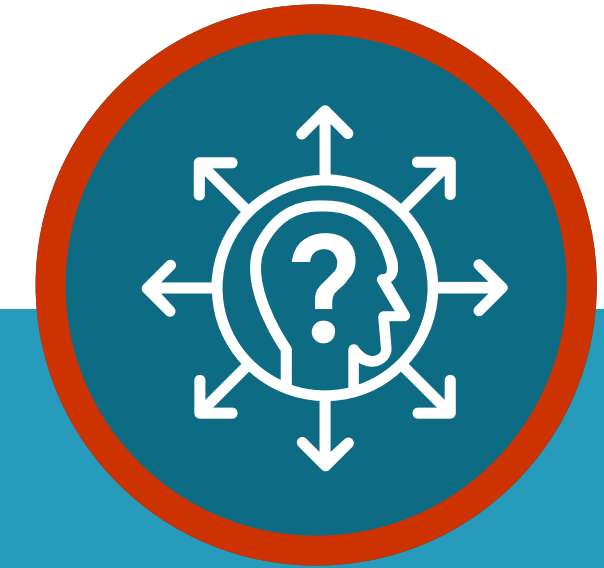
Succession Planning

The process of identifying and developing internal talent to fill critical leadership roles.



Predictive HR Analytics

Uses historical data to forecast future trends in HR, such as employee turnover, recruitment needs, or performance outcomes.



Compliance and Risk Management

Monitoring compliance with labor laws, regulations, and company policies to mitigate legal risks.

Week 12: HR Analytics Concepts & Group Project



Employee Lifecycle Analytics

Analyzing the entire employee journey, from recruitment and onboarding to development, promotion, and exit.



Ms Excel Project

Group Project in HR Analytics with Excel



Power BI Project

Group Project in HR Analytics with Power BI



HR Concepts Project

Group Project in HR Analytics Concept

Capstone Projects & Mentorship



Project 01

**Capstone
Project Case 1**



Project 02

**Capstone
Project Case 2**



Project 03

**Capstone
Project Case 3**

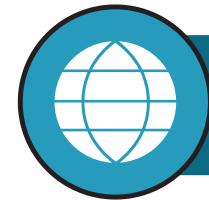
Sign Up NOW!

Are you ready to enhance your HR skills with data-driven decision-making? 🚀

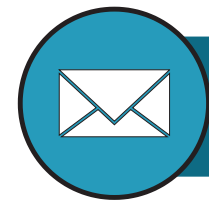
Join us for a comprehensive 12-week HR Analytics Training, designed for professionals who want to master the art of analyzing and visualizing HR data using Excel and Power BI.



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100 % Virtual Learning & Students Dashboard

