



HR Strategy and Training

## HR Metrics and Reporting v2

# Course Introduction

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## HR Metrics and Reporting

This training course is designed to help employees particularly those who handle functions related to HR to upscale their understanding of HR Metrics, reporting and dashboarding.

The course highlights the important contribution that accurate data, whether stored manually or electronically, can make to the human resources (HR).

## Target Audience

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- **HR Professionals** – HR managers, specialists, and generalists
- HR Analysts
- HR Business Partners
- Business Leaders & Managers

## Learning Objectives

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**At the end of the training course, participants will be able to**

- Gain a comprehensive understanding of HR Metrics and analytics.
- Identify HR metrics that one can apply in managing HR related activities.
- Understand data visualization concepts, principles and best practices, and dashboard modelling.
- Analyze raw data using pivot tables, pivot charts and slicers to support decision making.

# Course Outline

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## • 01 Day One

### **HR Tools and Methods**

- The importance of statistics & accurate systems
- Electronic workforce surveillance & analytics
- Benchmarking
- Standard measures of effectiveness
- Methods of data capture
- Employee Self- assessment and self-report measur

## • 02 Day Two

### **Driving Organizational Change: Connecting HR Metrics and Analytics with Action**

- Employee Motivation
- Empowerment and Accountability

### **Performance Management – the four-stage process:**

- agreeing objectives,
- feedback,
- coaching, and appraisal
- Conclusion and Action Planning

### **Introduction to Excel Dashboard and Reports**

- What are Dashboards and Reports?
- Dashboard Design Principles at a Glance
- Tabular Report Techniques

## • 03 Day Three

### **Chart on the Dashboard**

- Chart for Trending Techniques
- Top and Bottom Ranking and Emphasizing
- Relationship and Frequency Tracking Histograms
- Variance or Performance Chart

- Bullet Graphs

## Dynamic Labels and Text Formulas

- Excel Pivot Charts
- Creating Pivot Charts
- Formatting Pivot Charts
- Introduce Sparkline
- Creating Sparklines
- Customize Sparkline

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 9, 2025	3 days	3950.00 \$	England - London
May 4, 2025	May 6, 2025	3 days	3250.00 \$	Qatar - El Doha
Sept. 8, 2025	Sept. 10, 2025	3 days	4950.00 \$	Switzerland - Zurich
Dec. 1, 2025	Dec. 3, 2025	3 days	3250.00 \$	UAE - Abu Dhabi