



Consulting and Training | Reach New Heights

Course Name

HR Metrics and Reporting Certificate

Sector Name

HR Strategy and Training

Document Type

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HR Metrics and Reporting Certificate

Course Introduction

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 human resources (HR). This course will allow HR professionals to build dashboards on the data available in organizations for analysis, analysis that can really unlock the enormous potential that exists in finding patterns and relationships between key pieces of information held about people and teams.

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Target Audience

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

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Learning Objectives

- ✓ 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.
- ✓ Prepare reports that inform decision-making and impact the bottom line.
- ✓ Create an interactive control for a dynamic Dashboard for HR Reporting and enhance interactivity using Slicer and Timeline Slicers.

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Course Outline

✓ 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 measures

Putting HR Metrics and Analytics into Action

- ✓ The balanced scorecard
- ✓ Manpower planning
- ✓ Absence management
- ✓ Skills analysis and training needs analysis
- ✓ Job design and evaluation
- ✓ Succession Planning

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Course Outline

✓ 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
- ✓ Table Design Best Practices
- ✓ Enhance Report with Custom Number and Conditional Formatting
- ✓ Use Symbols to enhance the report
- ✓ Build a dashboard with the Camera tool

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Course Outline

✓ 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

Data Model for Dashboard

- ✓ Build Data Model
- ✓ Data Model Best Practices
- ✓ Internal Data Model Overview
- ✓ Integrate External Data
- ✓ Power Query Overview

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Course Outline

✓ **04 Day Four**

PivotTable Driven and Power View Dashboards

- ✓ PivotTable Driven Dashboards
- ✓ Power View Dashboard
- ✓ Excel Pivot Tables
- ✓ Employee Data
- ✓ Single Statistics
- ✓ Demographics
- ✓ Multi-dimensional statistics
- ✓ Grouping/Ranges
- ✓ Formatting Pivot Tables

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Course Outline

✓ 05 Day Five

Slicer Interactivity

- ✓ Introduce Slicers
- ✓ Create Timeline Slicers
- ✓ Slicers as Form Controls

Interactive Controls

- ✓ Introduce Form Controls
- ✓ Check Boxes for Toggling chart series on/off
- ✓ Option Buttons for showing views in a chart
- ✓ Buttons
- ✓ List Boxes for controlling multiple charts
- ✓ Combo Box for Changing chart data

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 12, 2026	April 16, 2026	5 days	4250.00 \$	KSA , Riyadh
July 13, 2026	July 17, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 16, 2026	Nov. 20, 2026	5 days	4950.00 \$	Spain , Madrid
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai

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