



Consulting and Training | Reach New Heights

Course Name

HR Metrics and Reporting

Sector Name

HR Strategy and Training

Document Type

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HR Metrics and Reporting

Course Introduction

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 human resources (HR).

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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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HR Metrics and Reporting

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.

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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

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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 on 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

HR Metrics and Reporting

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 Sparklines

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 10, 2026	May 12, 2026	3 days	3250.00 \$	Qatar , Doha
April 5, 2027	April 7, 2027	3 days	3250.00 \$	UAE , Dubai
Sept. 14, 2026	Sept. 16, 2026	3 days	4950.00 \$	Switzerland , Zurich
Dec. 7, 2026	Dec. 9, 2026	3 days	3250.00 \$	UAE , Abu Dhabi

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