

# DATA ANALYSIS AND DATA VISUALIZATION FOR HUMAN RESOURCES PROFESSIONALS

*"Transforming HR Data into Strategic Workforce Insights"*

## Schedule

| Date             | Venue      | Fees (Face-to-Face)   |
|------------------|------------|-----------------------|
| 09 - 13 Nov 2026 | London, UK | USD 3495 per delegate |

► Available delivery methods: Face-to-Face & Online Training

## Introduction

In today's data-driven business environment, human resources professionals must go beyond administrative reporting and evolve into strategic workforce analysts. The ability to interpret HR data and visualize trends is essential for driving talent decisions, improving employee engagement, and aligning people strategies with organizational goals.

This course empowers HR professionals with analytical and visualization tools to transform raw data into actionable insights. From turnover analysis to workforce planning and diversity dashboards, participants will build capabilities to support evidence-based HR decisions.

## Objectives

By the end of this course, participants will be able to:

- Organize and analyze HR data for key decision-making
- Apply descriptive, diagnostic, and basic predictive analytics to HR scenarios
- Develop dashboards and visualizations using Excel and Power BI
- Track and report HR KPIs such as retention, performance, and diversity
- Communicate findings effectively to leadership and stakeholders

## Why Attend

- Bridge the gap between HR operations and strategic analytics
- Leverage tools like Excel and Power BI to create HR dashboards
- Gain insights from absenteeism, turnover, training, and performance data
- Enable your HR team to make faster, more evidence-based decisions
- Strengthen your role as a data-literate HR business partner

## Target Audience

This program is designed for:

- HR managers and HR business partners
- Talent acquisition and workforce planning professionals
- HR analysts and reporting specialists
- Organizational development and L&D teams
- Anyone responsible for HR metrics and performance analysis

## Individual Benefits

Key competencies that will be developed include:

- HR analytics and workforce reporting techniques
- Excel and Power BI for visualization and HR metrics tracking
- Ability to generate actionable HR insights from large datasets
- Improved communication of HR value through data storytelling
- Confidence in applying analytics for workforce planning

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced workforce analytics and HR reporting capabilities
- Improved visibility into key HR trends and risks
- Stronger alignment between HR initiatives and business objectives
- Smarter talent, training, and retention strategies based on data
- More strategic HR function with measurable impact

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Introduction to HR analytics trends, metrics, and business impact
- Case Studies - Use-cases in recruitment, retention, engagement, and DEI analytics
- Workshops - Hands-on Excel and Power BI exercises for HR dashboards
- Peer Exchange - Group discussions on analytics maturity and HR data challenges
- Tools - Templates for KPI dashboards, turnover analysis, and workforce reports

## Course Outline

Detailed 5-Day Course Outline

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

### Day 1: Introduction to HR Data Analytics

- Module 1: HR Data Foundations and Strategy (07:30 – 09:30) • Key HR metrics: recruitment, retention, engagement, performance • Data sources and collection methods in HR systems • The role of HR analytics in business strategy
- Module 2: Preparing HR Data for Analysis (09:45 – 11:15) • Data cleaning and organization techniques • Data formats and structuring in Excel • Missing values, outliers, and categorization
- Module 3: Workshop – HR Data Cleaning (11:30 – 01:00) • Practice cleaning and shaping data in Excel
- Module 4: Peer Exchange – HR Data Challenges (02:00 – 03:30) • Group sharing of real-life HR data issues and goals

### Day 2: HR Metrics, KPIs and Descriptive Analytics

- Module 5: Exploring HR KPIs (07:30 – 09:30) • Turnover, absenteeism, cost-per-hire, time-to-fill • Training effectiveness and engagement scores • Using ratios and rates for comparison
- Module 6: Statistical Concepts in HR Context (09:45 – 11:15) • Measures of central tendency and dispersion • Trends, patterns, and distribution of HR data • Excel formulas for basic statistical analysis
- Module 7: Workshop – Turnover & Absenteeism Analysis (11:30 – 01:00) • Hands-on pivot tables and visualization exercises
- Module 8: Case Study – Diagnosing Employee Attrition (02:00 – 03:30) • Analyzing reasons and trends in a sample dataset

### Day 3: Data Visualization with Excel & Power BI

- Module 9: Excel for HR Dashboards (07:30 – 09:30) • Chart types for different data stories • Conditional formatting, slicers, and visual cues • Designing printable HR scorecards
- Module 10: Power BI Introduction (09:45 – 11:15) • Connecting HR data sources • Basic visuals and dashboard layout techniques • HR-specific report examples in Power BI
- Module 11: Workshop – HR Dashboard Development (11:30 – 01:00) • Designing and building an HR executive dashboard
- Module 12: Peer Review – Dashboard Critique (02:00 – 03:30) • Group feedback and suggestions on visuals

### Day 4: Diagnostic and Predictive HR Analytics

- Module 13: Identifying Patterns and Root Causes (07:30 – 09:30) • Trend, cohort, and correlation analysis • Linking HR data to business performance • Example: linking training to performance
- Module 14: Introduction to Predictive HR Analytics (09:45 – 11:15) • Forecasting workforce needs • Turnover risk prediction and modeling basics • Using regression in Excel
- Module 15: Workshop – Forecasting Training Needs (11:30 – 01:00) • Forecasting future HR demands from historical data
- Module 16: Peer Exchange – HR Predictive Use Cases (02:00 – 03:30) • Discuss feasibility and benefits of predictive models

### Day 5: HR Storytelling and Reporting

- Module 17: Communicating HR Insights (07:30 – 09:30) • Framing insights for leadership and stakeholders • Selecting visuals for clarity and impact • Best practices in HR storytelling
- Module 18: Reporting Tools and Templates (09:45 – 11:15) • Monthly and quarterly HR report formats • Using templates to simplify reporting cycles
- Module 19: Final Group Project – HR Case Presentation (11:30 – 01:00) • Analyze, visualize, and present solutions to HR data challenges
- Module 20: Review, Feedback and Wrap-Up (02:00 – 03:30) • Key takeaways and toolkit for continued use

## Certification

Participants will receive a Certificate of Completion in Data Analysis and Visualization for Human Resources, validating their ability to apply analytical and visualization tools to enhance HR strategy, planning, and communication.

## Why Choose MAWA Events

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