

## HR METRICS AND ANALYTICS

*“Transforming HR Data into Actionable Insights for Strategic Decision-Making”*

### Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

### Introduction

Human Resource (HR) functions generate vast amounts of data every day—from recruitment and onboarding to performance and employee engagement. HR Metrics and Analytics is designed to equip HR professionals, managers, and business leaders with the knowledge and skills to measure, analyze, and interpret HR data effectively.

This course focuses on linking HR metrics with organizational outcomes, enabling data-driven decisions that improve talent management, workforce planning, employee performance, and retention. Participants will learn practical methods to track HR performance, build dashboards, and use analytics tools to demonstrate HR’s impact on business success.

### Objectives

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

- Understand the concept, importance, and types of HR metrics.
- Identify and define key HR KPIs aligned with organizational goals.
- Collect, organize, and manage HR data effectively.
- Apply analytics techniques to interpret HR data and trends.
- Present data insights through reports, dashboards, and visualizations.
- Use HR metrics to support strategic workforce planning and decision-making.

## Why Attend

This course helps HR professionals move beyond administrative reporting to become strategic contributors. Participants will learn how to leverage HR metrics and analytics to optimize workforce performance, reduce turnover, and align HR initiatives with business objectives.

## Target Audience

- HR Managers and Executives
- HR Analysts and Business Partners
- Talent Management and Workforce Planning Professionals
- Learning & Development and Compensation Specialists
- Anyone responsible for reporting, analyzing, or interpreting HR data

## Individual Benefits

- Gain expertise in tracking, analyzing, and interpreting HR metrics.
- Build skills to create actionable insights from HR data.
- Improve decision-making in talent management and employee development.
- Enhance credibility with data-backed recommendations to leadership.

## Organizational Benefits

- Better alignment of HR initiatives with business strategy.
- Improved workforce planning, retention, and engagement.
- Enhanced HR reporting and transparency.
- Data-driven decisions leading to cost savings and higher performance.

## Instructional Methodology

- Interactive Lectures and Discussions
- Case Studies and Real-World Examples
- Hands-On Exercises with HR Analytics Tools (Excel, Power BI, or similar)
- Group Activities to Practice Metrics Calculation and Visualization
- Practical Assignments and Dashboard Projects

## Course Outline

### Module 1: Introduction to HR Metrics and Analytics

- Definition and purpose of HR metrics
- Difference between metrics, KPIs, and analytics
- Role of HR analytics in strategic decision-making

### Module 2: Identifying and Measuring Key HR Metrics

- Recruitment metrics: time-to-fill, cost-per-hire, quality of hire
- Performance metrics: appraisal ratings, goal achievement, productivity
- Retention metrics: turnover rate, retention rate, employee satisfaction
- Training and development metrics: learning hours, training ROI

### Module 3: Data Collection and Management

- Sources of HR data
- Ensuring data accuracy, integrity, and privacy
- Organizing data for analysis

### Module 4: HR Analytics Tools and Techniques

- Using Excel, dashboards, and visualization tools
- Introduction to predictive analytics in HR
- Identifying trends and patterns in workforce data

### Module 5: Reporting and Presenting HR Insights

- Creating HR dashboards for management
- Visualizing data effectively with charts and graphs
- Communicating insights for action and strategy

### Module 6: Using HR Metrics for Strategic Decisions

- Workforce planning and succession planning
- Performance improvement and employee engagement strategies
- Aligning HR initiatives with business outcomes

### Module 7: Case Studies and Practical Applications

- Real-world examples of HR analytics success
- Group exercises to analyze HR data and generate recommendations
- Developing a sample HR metrics report or dashboard

## Certification

Participants who successfully complete the course will receive a Certificate in HR Metrics and Analytics, validating their ability to measure, analyze, and apply HR data to drive informed, strategic business decisions.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

**In-House / Customized Training**

Interested in running this course for your team?

Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.