



HR Dashboard Analytics

Course Date	☐ 9-10 Oct 2025 ☐ 12-13 Nov 2025 ☐ 15-16 Dec 2025
Course Time	9:00am to 5:00pm
Methodology	Online via Microsoft Teams

Dashboards have increasingly become an essential need in enhancing decision making. This course gets HR Professionals to the forefront in the technology on visual display of data to enhance HR reporting, analysis and performance management. As a visual display tool of key HR metrics, dashboards simplify information gathering and present data in a way that can be sorted, analyzed and presented in a focused, clear and engaging manner in an organization. Using scenarios, this course will enable participants to learn, plan, structure, organize and eventually develop a comprehensive HR Dashboard.

This course will explore the dynamics of Pivot Table and Pivot Charts and will also apply the tips and tricks on using Pivot Table in HR Dashboards. Participants will also learn to apply the powerful combination of excel formulas to determine how they can produce a HR Dashboard that best fit organizational goals

Prerequisite: Participants need to have the basic knowledge of Excel Charts and Formulas.

RM1400*

(Price Inclusive of 8% SST)

*Course fee claimable under HRDC.

Course Registration



<https://forms.gle/VdXpjZzY5A8eteUeA>



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COURSE STRUCTURE

Day 1: Morning: 9am-12.30pm

Module 1: Pivot Table and Pivot Chart in HR Dashboard

- Creating Pivot Tables from a single source
- Applying Table to Datasets
- Using Offset in Dynamic Dataset Range
- Using Numeric Formats in the entire field

Module 2: Creating Pivot Table from multiple sources

- Comparing of 2 datasets

Lunch: 12.30pm-1.30pm

Afternoon: 1.30pm-5.00pm

Module 3: Interactive Filter Control on HR Dashboard using Slicer

- Adding, aligning and formatting slicers
- Displaying and hiding available slicer items
- Integrating slicer to a specific Pivot Table or to multiple Pivot Tables
- Creating Custom time segment for slicer

Module 4: Leveraging the relevant formulas to calculate and summarize data

- Applying the *Sum, Count, Average, Comparison Year to Year/Month to Month, Cumulative total and Percentage Column-Contribution margin, % to parent total*

Module 5: Selecting Grouping Categories in a Pivot Table-Grouping by date, by number and by label

Module 6: Building Interactive Charts using Pivot Charts

Module 7: Creating an Interactive HR Dashboard (Scenario 1)

- Develop your dashboard, analyze critical HR metrics and 'slicing and dicing' of data in your workforce-employee ratio, work performance, absenteeism, turnover etc.

Day 2: Morning: 9.00am-12.30pm

Module 8: Developing a Training Dashboard (Scenario 2)

Optimizing the 5 key Excel functions in the process of producing a training dashboard- *INDEX, MATCH, COUNTIFS, DATE, CHOOSE.*



Lunch: 12.30pm-1.30pm

Afternoon: 1.30pm-5.00pm

Module 9: Constructing a Comprehensive HR Dashboard (Scenario 3)

Applying the tools, process and Excel Functions in producing a comprehensive HR Dashboard with a more combination of Excel functions i.e *SUMIFS, VLOOKUP, MAX, IF*

