MEF

HRD CORP CLAIMABLE

HRD CORP REGISTERED TRAINING PROVIDER

HR DASHBOARD ANALYTICS

9.00AM – 5.00PM
ONLINE VIA MICROSOFT TEAMS

Course Overview

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.

Who Should Attend

Ideal for HR Managers, Executives, Analysts, and business leaders seeking to enhance HR data interpretation skills. This course suits anyone involved in workforce planning or HR reporting who wants to master Pivot Tables, Pivot Charts, and Excel formulas to create clear, goal-aligned HR dashboards that support strategic decisions.

Learning Outcomes

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

Course Registration

https://forms.gle/mm594CJrxs24U8Rv6

RM1400*
(Price Inclusive of 8% SST)

HRDC Claimable*

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Course Structure

Time	Agenda
	DAY 1
9.00AM - 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
12:30PM - 1.30PM	Lunch Break
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
9:00AM – 12:30	**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.
12.30PM - 1:30PM	Lunch Break
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