

## HR Analytics using MS Excel for Human Resource Management

Duration: 16 hours

### Course Overview:

- Use MS Excel to create and automate the calculation of HR metrics and devise HR analytics techniques in your workplace
- Make HR Dashboards as per HR analytics standards and understand all the charts that you can draw in Excel
- Implement predictive ML models such as simple and multiple linear regression to predict outcomes to real-world HR problems using HR analytics techniques
- Use HR analytics tools like pivot tables filtering and sorting options in Excel to summarize and derive information out of the available HR data
- create appealing data summaries and dashboards to present the HR story in the most effective way

### Target Audience:

- Anyone curious to master HR Analytics from beginner to Advanced in short span of time
- Student who wants to have a career in the field of HR/ HR Analytics
- HR manager/ executive who wants to expand on the current set of skills

### Module 1: HR Analytics Introduction

- Introduction
- Data Analytics
- Course Resources
- This is a milestone!
- What is HR analytics
- 4 steps of HR analytics
- HR metrics - Introduction

### Module 2: Essential Formulas

- Basic Formula Operations
- Mathematical Functions - part 1
- Mathematical Functions - part 2
- Difference between RANK, RANK.AVG and RANK.EQ
- Textual Functions
- Logical Functions
- Date-Time Functions
- Lookup Functions ( V Lookup, Hlookup, Index-Match )
- Data Tools

### Module 3: Types of HR Metrics

- Staffing Metrics
- Training and Development Metrics
- Performance Metrics
- Other Metrics

#### **Module 4: HR Metrics – Case Study**

- **Data and Problem statement**
- **Solution**

#### **Module 5: HR Charts and Dashboards - Introduction**

- **HR Charts - Introduction**

#### **Module 6: Excel Charts**

- **Excel Charts - Categories of messages that can be conveyed**
- **Elements of charts**
- **The Easy way of creating charts**
- **Bar and column charts**
- **Formating charts**
- **Line Charts**
- **Area Charts**
- **Pie and Doughnut Charts**
- **Why we should avoid Pie charts**
- **Scatter plot or XY chart**
- **Frequency Distribution and Histograms**
- **Sparklines**
- **Quiz**

#### **Module 7: NEW! Maps Chart – only for Excel 2019 and above**

- **Maps chart**

#### **Module 8: Case 2 – HR Dashboard**

- **Hr Dashboard - Introduction**
- **Hr Dashboard - Age Distribution**
- **Hr Dashboard - Hiring source**
- **Hr Dashboard - Gender distribution**
- **Hr Dashboard - Department distribution**

#### **Module 9: Pivot Tables, Formatting data and Tables**

- **Pivot Tables**
- **Pivot Charts**
- **Formatting data and tables**
- **Named Ranges**
- **Indirect Function**
- **Shortcuts**

## **Module 10: Case Study 3 – HR Dashboard**

- **HR Dashboard - Pivot chart**
- **HR Dashboard - Formatting**