4-Day Training TOC: HR Analytics with Power BI

Day 1 – Introduction & Basics

- Introduction to HR Analytics
- What is HR Analytics & Why it matters
- Use cases: Attrition, Hiring, Diversity, Performance
- Introduction to Power BI
- Power BI Desktop interface overview
- Connecting to data sources (Excel, CSV, SQL, etc.)
- Data Preparation Basics
- Importing HR datasets (Employees, Attendance, Attrition, Recruitment)
- Power Query basics: cleaning, transforming, removing duplicates
- Handling missing values & formatting HR data

Day 2 – Data Modeling & DAX Basics

- Data Modeling Concepts
- Creating relationships between HR tables (Employees, Department, Payroll, etc.)
- Star Schema for HR Analytics
- DAX (Data Analysis Expressions) Basics
- Calculated columns vs Measures
- Basic functions: SUM, COUNTROWS, DISTINCTCOUNT, AVERAGE
- HR KPIs: Headcount, Avg Tenure, Attrition Rate, Gender Ratio
- Building First Visuals
- HR dashboards: Department-wise headcount, Gender diversity, Age distribution

Day 3 – Advanced Analytics in HR

- Intermediate DAX
- Time Intelligence: YTD, MTD, Attrition Trend over time
- Filtering functions: CALCULATE, FILTER, ALL
- Custom HR Metrics (e.g., Average Time to Hire, Absenteeism %)
- Data Visualization Best Practices
- Choosing right visuals for HR data
- KPI cards, bar/line charts, heatmaps, tree maps
- Building HR Dashboards
- Employee Demographics Dashboard
- Attrition & Retention Dashboard

Day 4 – Practical Dashboards & Publishing

- Advanced Features in Power BI
- Drill-through & Drill-down for HR insights
- Bookmarks & Buttons (Interactive reports)
- Conditional formatting & custom visuals
- End-to-End HR Analytics Dashboard Project
- Import HR data (Employee + Attrition + Recruitment + Payroll)

- Create KPIs: Turnover, Absenteeism, Diversity Index, Employee Engagement Score
- Combine visuals into a final HR Analytics Dashboard
- Sharing & Publishing
- Publishing reports to Power BI Service
- Sharing dashboards with HR teams & leadership
- Setting up data refresh & permissions