

HR Analytics: Power BI Dashboards & DAX

Learn to prepare HR data, build DAX measures and design Power BI dashboards to analyse attrition, headcount and diversity.

4 Days

DURATION

12

MODULES

29

TOPICS

COURSE OVERVIEW

This course covers HR analytics fundamentals and the Power BI Desktop interface, including connecting to HR data sources and preparing employee, attendance, attrition and recruitment datasets with Power Query. It then addresses data modelling with star schemas and DAX, from calculated columns and basic functions to time intelligence and filtering functions used for HR KPIs such as headcount, attrition rate and gender ratio. It continues with data visualisation best practices and the construction of demographics, attrition and retention dashboards. It concludes with advanced Power BI features such as drill-through, bookmarks and conditional formatting, an end-to-end HR analytics dashboard project, and publishing and sharing reports through Power BI Service.

WHO THIS COURSE IS FOR

HR Analysts

Power BI Developers

HR Managers

Data Analysts

People Analytics Specialists

LEARNING OBJECTIVES

- Explain HR analytics concepts and their common use cases
- Connect Power BI to HR data sources such as Excel and SQL
- Clean and transform HR datasets using Power Query
- Build relationships and star schemas across HR tables
- Apply DAX functions to calculate HR KPIs
- Analyse attrition trends using time intelligence functions
- Design HR dashboards using appropriate visuals and formatting
- Publish and share HR dashboards through Power BI Service

12 Modules, 29 Topics

DAY 1 Introduction & Basics

01

Introduction to HR Analytics

TOPICS

- What is HR Analytics & Why it matters
- Use cases: Attrition, Hiring, Diversity, Performance

02

Introduction to Power BI

TOPICS

- Power BI Desktop interface overview
- Connecting to data sources (Excel, CSV, SQL, etc.)

03

Data Preparation Basics

TOPICS

- 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

04

Data Modeling Concepts

TOPICS

- Creating relationships between HR tables (Employees, Department, Payroll, etc.)
- Star Schema for HR Analytics

05

DAX (Data Analysis Expressions) Basics

TOPICS

- Calculated columns vs Measures
- **Basic functions:** SUM, COUNTROWS, DISTINCTCOUNT, AVERAGE
- **HR KPIs:** Headcount, Avg Tenure, Attrition Rate, Gender Ratio

06

Building First Visuals

TOPICS

- **HR dashboards:** Department-wise headcount, Gender diversity, Age distribution

DAY 3

Advanced Analytics in HR

07

Intermediate DAX

TOPICS

- **Time Intelligence:** YTD, MTD, Attrition Trend over time
- **Filtering functions:** CALCULATE, FILTER, ALL
- Custom HR Metrics (e.g., Average Time to Hire, Absenteeism %)

08

Data Visualization Best Practices

TOPICS

- Choosing right visuals for HR data
- KPI cards, bar/line charts, heatmaps, tree maps

09

Building HR Dashboards

TOPICS

Employee Demographics Dashboard · Attrition & Retention Dashboard

10

Advanced Features in Power BI

TOPICS

Drill-through & Drill-down for HR insights · Bookmarks & Buttons (Interactive reports) · Conditional formatting & custom visuals

11

End-to-End HR Analytics Dashboard Project

TOPICS

- Import HR data (Employee + Attrition + Recruitment + Payroll)
- **Create KPIs:** Turnover, Absenteeism, Diversity Index, Employee Engagement Score
- Combine visuals into a final HR Analytics Dashboard

12

Sharing & Publishing

TOPICS

Publishing reports to Power BI Service · Sharing dashboards with HR teams & leadership · Setting up data refresh & permissions

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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