

KOENIG SOLUTIONS · COURSE OUTLINE

HR Analytics Using MS Excel for Human Resource Management

Learn to build HR metrics, charts, dashboards and predictive models in Excel to analyse workforce data.

16 Hours

DURATION

10

MODULES

49

TOPICS

1

HANDS-ON ACTIVITIES

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.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- Explain the concept and four steps of HR analytics
- Apply essential Excel formulas including lookup and logical functions
- Compare staffing, training, performance and other HR metrics
- Analyse an HR metrics case study to derive a solution
- Build charts such as bar, line, pie and scatter plots
- Design HR dashboards covering age, gender and department distribution
- Implement pivot tables and pivot charts to summarise HR data
- Apply named ranges and the Indirect function for formatting data

10 Modules, 49 Topics

01

HR Analytics Introduction

TOPICS

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

02

Essential Formulas

TOPICS

- 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

03

Types of HR Metrics

TOPICS

Staffing Metrics · Training and Development Metrics · Performance Metrics · Other Metrics

04

HR Metrics - Case Study

TOPICS

Data and Problem statement · Solution

05

HR Charts and Dashboards - Introduction

TOPICS

HR Charts - Introduction

06

Excel Charts

TOPICS

- Excel Charts - Categories of messages that can be conveyed
- Elements of charts
- The Easy way of creating charts
- Bar and column charts
- Formatting 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

- Quiz

07

New! Maps Chart - Only for Excel 2019 and Above

TOPICS

Maps chart

08

Case 2 - HR Dashboard

TOPICS

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

09

Pivot Tables, Formatting Data and Tables

TOPICS

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

10

Case Study 3 - HR Dashboard

TOPICS

HR Dashboard - Pivot chart · HR Dashboard - Formatting

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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