

## **HR Metrics and Analytics**

### **\* Introduction to HR Metrics**

- o Overview of important HR metrics (turnover, absenteeism, time-to-hire, etc.)
- o Why data-driven HR is essential for strategic decision-making

### **\* Data Collection and Analytics Techniques**

- o How to gather and analyze data for HR purposes
- o Tools for data analysis in HR (e.g., Excel, HRIS, HR dashboards)

### **\* Workforce Planning and Predictive Analytics**

- o Using metrics for workforce planning and forecasting
- o Predictive analytics for talent management

### **\* HR Metrics and Reporting**

- o Creating effective HR reports and dashboards
- o Presenting data to stakeholders for decision-making

### **\* Workshop: Building and Interpreting an HR Dashboard**

- o Hands-on session to create a real-time dashboard using sample data

Day 4:

### **Payroll Management Fundamentals**

#### **\* Overview of Payroll Management**

- o Payroll processes, laws, and regulations
- o The role of payroll in employee satisfaction and compliance

#### **\* Payroll Calculations**

- o Understanding gross pay, net pay, and tax calculations
- o Common payroll deductions and how they are applied

#### **\* Payroll Automation and Software**

- o Overview of payroll management systems
- o Benefits and challenges of automating payroll processes

#### **\* Payroll Compliance and Audits**

- o Ensuring compliance with labor laws and regulations
- o Preparing for and conducting payroll audits

#### **\* Case Study: Resolving Payroll Issues**

- o Practical scenarios on handling payroll discrepancies

## Day 5

### Advanced Payroll Management and Integration

#### \* Integration of Payroll with HR Systems

- o Aligning payroll with HR systems for improved accuracy
- o Benefits of integrated HR and payroll solutions

#### \* Global Payroll Management

- o Managing payroll for a global workforce
- o Handling multi-country regulations and international compliance

#### \* Employee Benefits and Payroll Deductions

- o Managing payroll-related benefits (e.g., retirement plans, healthcare)
- o Handling complex deductions (loans, garnishments)

#### \* Payroll Reconciliation and End-of-Year Reporting

- o Techniques for payroll reconciliation and closing
- o Year-end reporting requirements and compliance

#### \* Final Q&A and Certification Assessment

- o Open discussion on challenges faced by participants
- o Certification assessment to review key learnings from the training