

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