



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

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02 About the Course

In the modern business landscape, the strategic value of HR is measured by its ability to provide actionable insights that drive organizational performance. This training course is designed to equip HR professionals with the essential skills to transform raw data into powerful business intelligence. By mastering the principles of HR metrics, key performance indicators (KPIs), and workforce analytics, you will be able to prove the value of HR initiatives, make evidence-based decisions, and become a strategic partner to the business. This program provides the essential framework for a new era of HR, where every decision is informed by data.

This comprehensive curriculum offers a practical deep dive into the world of HR data, from foundational metrics to advanced predictive analytics. You will learn how to identify the right KPIs for your organization, collect and analyze workforce data with integrity, and use powerful visualization tools to tell a compelling story. The course focuses on real-world case studies and hands-on exercises, helping you to build the skills necessary to influence leadership and drive meaningful change. By the end of this program, you will not only be proficient in HR analytics but also be prepared to lead with data-driven confidence and shape the future of your organization.

03 Workshop Objectives

- The evolution of HR from administrative to strategic
- Understanding the difference between metrics, KPIs, and analytics
- Defining business questions that can be answered with data
- Linking HR data to overall business outcomes
- The HR analytics process: from data to insight

04 Module Topics

Module 1: Defining and Measuring Key HR Metrics

- Metrics for talent acquisition: time-to-fill, cost-per-hire
- Metrics for compensation and benefits: salary competitiveness, benefit costs
- Metrics for engagement and culture: employee satisfaction, eNPS
- Metrics for learning and development: training completion rates, program costs
- Calculating and interpreting common HR metrics



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Module 2: Strategic KPIs for HR and Business

- Selecting the right KPIs for your organizational goals
- Aligning HR KPIs with business-level KPIs
- Creating a balanced scorecard for the HR function
- Using KPIs to track progress and measure success
- Best practices for communicating KPI results

Module 3: Data Collection, Integrity, and Governance

- Best practices for collecting accurate and reliable HR data
- Ensuring data privacy and compliance with regulations
- The importance of data governance and security protocols
- Techniques for data cleaning, validation, and normalization
- Managing data from multiple sources and systems

Module 4: Introduction to HR Technology & HRIS

- An overview of modern HR Information Systems (HRIS)
- Leveraging HR technology for automated data collection
- Integrating data from different HR tech platforms
- The role of self-service portals and employee data management
- Future trends in HR technology

Module 5: Analytics for the Talent Acquisition Funnel

- Analyzing sourcing channel effectiveness and quality of hire
- Optimizing the recruitment funnel from application to offer
- Using analytics to identify and reduce hiring bias
- Measuring candidate experience and its impact on brand
- Forecasting future talent needs with predictive models

Module 6: Analytics for Employee Performance and Engagement



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- Measuring employee performance with objective data
- Linking performance data to business outcomes
- Analyzing engagement survey results and identifying key drivers
- Using analytics to understand factors that impact morale
- Creating a data-driven strategy to boost employee engagement

Module 7: Analyzing Compensation and Benefits Data

- Conducting internal and external pay equity analysis
- Benchmarking compensation and benefits against the market
- Analyzing the effectiveness and cost of benefit programs
- Using data to inform compensation and bonus structures
- Understanding the impact of compensation on retention

Module 8: Workforce Analytics for Learning & Development

- Measuring the ROI of training programs
- Using data to identify skills gaps within the workforce
- Analyzing the effectiveness of learning modalities
- Tracking career path progression and talent mobility
- Linking L&D initiatives to employee performance

Module 9: Predictive Analytics for Turnover and Retention

- Identifying key drivers and predictors of employee turnover
- Building predictive models to forecast at-risk employees
- Developing targeted retention strategies based on data
- Analyzing the costs of turnover and the benefits of retention
- Using predictive insights to inform leadership decisions

Module 10: Diversity, Equity, and Inclusion Analytics



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- Measuring diversity across the organization
- Analyzing pay equity and representation across demographics
- Identifying and addressing systemic biases in hiring and promotion
- Using data to track progress toward DEI goals
- The role of analytics in creating a truly inclusive culture

Module 11: Ethical Considerations in HR Data

- Navigating the ethical implications of data collection and use
- The importance of data transparency with employees
- Preventing misuse of data and algorithmic bias
- Ensuring fairness and equity in AI-driven HR decisions
- Developing a strong ethical framework for HR analytics

Module 12: Data Visualization and Dashboard Creation

- Principles of effective data visualization
- Using tools like Excel, Power BI, or Tableau for HR data
- Designing interactive dashboards for various stakeholders
- Creating charts, graphs, and reports that tell a clear story
- Best practices for presenting complex data simply

Module 13: Strategic Reporting and Storytelling

- Developing a strategic reporting framework for leadership
- The art of storytelling with data to influence business decisions
- Building a compelling business case for HR initiatives
- Presenting insights and recommendations to stakeholders
- Communicating the value of HR in a language business leaders understand

Module 14: Building an Analytics-Driven HR Culture



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- ▶ A roadmap for implementing an HR analytics function
- ▶ Training your team to be data-savvy and analytical
- ▶ Fostering a culture of curiosity and continuous improvement
- ▶ Gaining buy-in from leadership and employees
- ▶ A personal action plan for applying course learnings