

# HR METRICS AND DASHBOARDING

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TRAINING CENTER



## Introduction

Human Resources metrics and dashboarding have become essential tools for organizations that aim to make data-driven decisions and improve workforce performance. This course provides participants with a comprehensive understanding of how HR data can be collected, analyzed, and visualized to support strategic objectives. Through this program, learners will explore how to build HR dashboards that present key insights on employee performance, engagement, retention, and productivity.

The course also emphasizes the importance of aligning HR metrics with organizational goals. Participants will learn how to design meaningful indicators, evaluate workforce trends, and communicate findings effectively to senior management. By mastering HR metrics and dashboarding, professionals will be able to move from intuition-based decision-making to an evidence-based HR strategy.

## HR Metrics and Dashboarding Course Objectives

- Understand the role of HR metrics in supporting organizational performance and strategic alignment.
- Identify and select relevant HR Key Performance Indicators (KPIs) for various HR functions.
- Design and develop HR dashboards using modern visualization tools.
- Analyze data to uncover trends, risks, and opportunities related to human capital management.
- Communicate HR performance insights clearly and effectively to stakeholders.
- Link HR analytics to business outcomes and continuous improvement initiatives.
- Apply ethical and data privacy principles in HR reporting and analytics.



## Course Methodology

The course uses a mix of interactive lectures, practical exercises, real-world case studies, and dashboard design workshops. Participants will work on sample HR datasets and learn how to create dynamic dashboards that deliver clear insights and support strategic HR decision-making.

## Who Should Take This Course

- HR Analysts and HR Business Partners
- HR Managers and Supervisors
- Talent Management and Learning Specialists
- Organizational Development Professionals
- Anyone involved in HR reporting or data analysis

## HR Metrics and Dashboarding Course Outlines

### Day 1: Foundations of HR Metrics and Analytics

- Understanding HR metrics: concepts and importance
- Difference between metrics, analytics, and reporting
- Aligning HR metrics with organizational strategy
- Identifying key HR performance indicators
- Overview of data collection methods in HR
- Introduction to HR data accuracy, reliability, and validation
- Case Study: Linking HR metrics to business outcomes

### Day 2: Designing Effective HR Dashboards

- Elements of an effective HR dashboard
- Data visualization principles for HR professionals

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- Selecting the right charts, graphs, and visuals
- Common mistakes in HR dashboard design and how to avoid them
- Practical session: Designing simple dashboards with Excel or Power BI
- Workshop: Creating a real-time HR performance dashboard

## Day 3: Analyzing HR Data and Reporting Insights

- Data interpretation techniques for HR managers
- Using descriptive and predictive analytics in HR
- Measuring employee turnover, engagement, and productivity
- Building a story from HR data to drive executive decisions
- Using benchmarks and comparative analysis
- Hands-on activity: Building HR KPI scorecards

## Day 4: Linking HR Metrics to Organizational Performance

- Strategic HR analytics: connecting metrics to business goals
- Workforce planning and forecasting through analytics
- Measuring training effectiveness, recruitment quality, and retention
- HR cost analysis and ROI evaluation
- Integrating HR dashboards with business intelligence systems
- Case study: Strategic workforce analytics in action

## Day 5: Advanced Dashboarding and Continuous Improvement

- Automating HR reports and dashboards
- Monitoring real-time HR metrics for decision-making
- Communicating results to executives and line managers
- Ensuring data privacy and governance in HR analytics
- Trends in digital HR dashboards and future technologies
- Group workshop: Developing a strategic HR dashboard project



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- Final review and feedback session

## Conclusion

By successfully completing the HR Metrics and Dashboarding course with Gentex Training Center, participants will gain the expertise to analyze, design, and interpret HR data with confidence. They will understand how to translate numbers into insights, align HR goals with business strategy, and present data through professional dashboards that support better decisions. This knowledge enables professionals to contribute strategically to their organizations performance and continuous improvement journey.

