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HR ANALYTICS

Start Date:	19/10/2026	**End Date:**	23/10/2026
Categories:	Human Resources	**Venues:**	Durban
Formats:	In Person	**Instructors:**	

OVERVIEW

This course equips HR professionals with the tools and techniques to analyze workforce data, uncover insights, and drive evidence-based decision-making. Participants will learn how to apply analytics to key HR functions such as recruitment, performance, and retention.

OBJECTIVES

By the end of this course, participants will be able to: – Understand the role and scope of HR analytics. – Use Excel to analyze trends in hiring, performance, and attrition. – Develop dashboards and HR KPIs for decision-makers. – Perform predictive analytics on employee data. – Translate data into actionable workforce strategies.

COURSE OUTLINE

1- Foundations of HR Analytics and Metrics 2- Workforce Data Collection and Cleaning 3- KPI Dashboards and HR Reporting Tools 4- Predictive Modeling for Retention and Productivity 5- HR Strategy Alignment and Case Studies

TARGET AUDIENCE

All Supervisory Levels, HR officers, HR business partners, talent analysts, and professionals managing people data.

METHODOLOGY

Excel-based case work, HR dashboards, predictive model demos, and strategy simulations.

CONCLUSION

Participants will confidently use data to influence workforce planning and demonstrate the business impact of HR interventions.

DAILY AGENDA

Day 1: HR Analytics Essentials

Understand analytics concepts, key HR metrics, and how to link them to business outcomes.

Day 2: Data Preparation and Cleansing

Gather and clean HR datasets to prepare for analysis and reporting.

Day 3: Dashboards and HR Reporting

Design Excel dashboards with slicers, pivot tables, and KPI visuals.

Day 4: Predictive HR Models

Use Excel functions and regression tools to forecast attrition and engagement.

Day 5: Strategic Workforce Planning

Translate insights into HR strategies and present them using case-based simulations.

For more information, please contact us:
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