Excel and Power BI for Labour Analytics Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s data-driven HR ecosystem, Labour Analytics has become a critical function for optimizing workforce productivity, reducing attrition, and improving strategic decision-making. Organizations are increasingly leveraging Excel analytics dashboards and Power BI interactive reporting to transform raw workforce data into actionable insights. Excel and Power BI for Labour Analytics Training Course is designed to equip professionals with advanced skills in HR analytics, workforce intelligence, KPI tracking, automation, and predictive labour insights using industry-leading tools.

The course focuses on building strong capabilities in data modeling, HR dashboards, DAX calculations, workforce planning analytics, and real-time reporting systems. Participants will learn how to integrate Excel and Power BI to analyze employee performance, absenteeism, turnover trends, payroll efficiency, and headcount forecasting, enabling organizations to make smarter, faster, and data-backed labour decisions.

Programme Curriculum

Excel and Power BI for Labour Analytics Training Course

Introduction

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Course Duration

10 Days

Course Objectives

1. Master Excel for HR & Labour Data Analytics
2. Build advanced Power BI workforce dashboards
3. Analyze employee turnover & attrition trends
4. Develop KPI frameworks for HR performance
5. Use DAX for labour data calculations
6. Create automated HR reporting systems
7. Perform headcount forecasting & workforce planning
8. Optimize payroll analytics & cost modeling
9. Track employee productivity metrics
10. Improve attendance & absenteeism analysis
11. Design interactive HR dashboards
12. Enable real-time labour data visualization
13. Support data-driven HR decision-making

Target Audience

1. HR Managers & HR Executives
2. HR Business Partners (HRBP)
3. Workforce Planning Analysts
4. Data Analysts in HR domain
5. Payroll Managers
6. Talent Acquisition Specialists
7. Business Intelligence Professionals
8. Operations & People Analytics Teams

Course Modules

Module 1: Introduction to Labour Analytics

- Concepts of HR analytics evolution
- Importance of workforce intelligence
- Types of HR metrics
- Data sources in HR systems
- **Case Study:** Workforce planning challenges in IT industry

Module 2: Excel Basics for HR Data

- Data entry & validation techniques
- Sorting & filtering HR datasets
- Basic formulas for HR reporting
- Conditional formatting for workforce data

- **Case Study:** Attendance tracking system in Excel

Module 3: Advanced Excel for Analytics

- Pivot tables for HR insights
- Advanced formulas (INDEX, MATCH, XLOOKUP)
- Data cleaning techniques
- Dynamic reporting dashboards
- **Case Study:** Employee performance scorecard

Module 4: Data Preparation for Labour Analytics

- Data structuring techniques
- Handling missing HR data
- Data normalization
- HR database integration concepts
- **Case Study:** Cleaning multi-branch employee dataset

Module 5: HR KPI Design

- Defining workforce KPIs
- Attrition rate calculation
- Productivity index design
- Engagement scoring models
- **Case Study:** KPI framework for retail workforce

Module 6: Introduction to Power BI

- Power BI interface overview
- Data import from Excel
- Data transformation in Power Query
- Basic visualizations
- **Case Study:** HR dashboard setup for small company

Module 7: Data Modeling in Power BI

- Relationship building
- Star schema design
- Fact & dimension tables
- Data hierarchy creation
- **Case Study:** Multi-department HR data model

Module 8: DAX Fundamentals

- DAX syntax basics
- Calculated columns & measures
- Aggregation functions
- Time intelligence functions
- **Case Study:** Monthly attrition trend analysis

Module 9: Workforce Dashboards

- Dashboard design principles

- KPI cards & visuals
- Drill-through reports
- Interactive filters
- **Case Study:** Executive HR dashboard for CEO

Module 10: Attrition & Retention Analytics

- Attrition trend analysis
- Retention forecasting models
- Employee lifecycle tracking
- Exit pattern identification
- **Case Study:** High attrition in BPO sector

Module 11: Attendance & Leave Analytics

- Absenteeism metrics
- Leave utilization tracking
- Shift pattern analysis
- Overtime monitoring
- **Case Study:** Manufacturing plant attendance analysis

Module 12: Payroll Analytics

- Salary distribution analysis
- Compensation benchmarking
- Payroll cost optimization
- Bonus & incentive analytics
- **Case Study:** Payroll leak detection model

Module 13: Workforce Forecasting

- Headcount planning models
- Demand vs supply analysis
- Scenario forecasting
- Seasonal workforce trends
- **Case Study:** Retail seasonal hiring forecast

Module 14: Advanced Power BI Visuals

- Custom visuals usage
- Heat maps & trend charts
- Decomposition trees
- Key Influencer analysis
- **Case Study:** Productivity driver analysis

Module 15: Capstone Project-HR Analytics Dashboard

- End-to-end HR dashboard design
- Data integration from multiple sources
- KPI storytelling
- Business insights presentation
- **Case Study:** Complete enterprise workforce analytics solution

Training Methodology

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

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