Training Course on HR Metrics and Analytics

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Introduction

In today's data-driven business landscape, organizations must leverage HR metrics and analytics to make informed decisions that enhance workforce productivity, employee engagement, and overall business performance. HR Metrics & Analytics is a powerful approach that enables HR professionals to measure, analyze, and optimize human capital strategies through data insights. This training course is designed to equip HR leaders, managers, and analysts with the skills to transform HR data into actionable intelligence.

Traditional HR decision-making often relies on intuition and experience, but modern HR practices demand evidence-based decision-making supported by data. By integrating key HR metrics such as employee turnover rates, performance productivity, recruitment efficiency, and employee engagement scores, organizations can identify trends, predict future HR challenges, and develop strategies that drive workforce excellence. This course provides a comprehensive framework for HR analytics, from basic reporting to advanced predictive modeling.

With the increasing adoption of HR technology, artificial intelligence (AI), and machine learning, HR professionals must understand how to utilize data analytics tools such as Microsoft Excel, Power BI, Tableau, and HRIS software to generate reports and dashboards that support strategic decision-making. This training will focus on practical applications of HR analytics, including workforce planning, talent acquisition analytics, employee retention strategies, and performance management optimization.

This course is ideal for HR managers, business leaders, and data analysts seeking to build a data-driven HR function. Participants will learn how to collect and analyze HR data, create meaningful reports, and present findings that align HR strategies with business objectives. By the end of the training, attendees will have a deep understanding of HR analytics best practices, HR key performance indicators (KPIs), and predictive HR models to enhance organizational success.

Programme Curriculum

Training Course on HR Metrics & Analytics

Introduction

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Course duration

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Course Objectives

1. Understand the fundamentals of HR metrics and analytics.
2. Identify key HR performance indicators (KPIs) for workforce management.
3. Utilize HR analytics tools such as Excel, Power BI, and HR dashboards.
4. Analyze employee turnover, retention, and engagement trends.
5. Implement predictive analytics for talent acquisition and workforce planning.
6. Use data visualization techniques to present HR insights effectively.
7. Improve decision-making with evidence-based HR strategies.
8. Align HR analytics with business goals and financial performance.
9. Enhance diversity, equity, and inclusion (DEI) using HR data.
10. Develop a strategic HR analytics framework for continuous improvement.

Organizational Benefits

1. Improved workforce planning through data-driven HR decisions.
2. Enhanced talent acquisition and retention strategies.

3. Increased employee productivity and engagement using HR insights.
4. Reduction in hiring costs and turnover through predictive analytics.
5. Stronger alignment of HR strategies with overall business objectives.
6. Better compliance with labor laws and workforce regulations.
7. More effective performance management and employee development.
8. Higher ROI on HR investments through evidence-based decision-making.
9. Improved diversity and inclusion strategies backed by HR analytics.
10. Greater agility in responding to workforce challenges and business needs.

Target Participants

- HR Directors and Managers responsible for workforce strategy.
- HR Analysts and Business Intelligence Professionals analyzing HR data.
- Talent Acquisition and Recruitment Specialists optimizing hiring processes.
- Learning & Development (L&D) Managers measuring training effectiveness.
- Compensation & Benefits Managers using data for salary benchmarking.
- HR Business Partners seeking to integrate analytics into HR functions.
- CEOs and Business Leaders who want HR to drive business performance.
- Data Scientists and HR Tech Professionals working on HR systems.
- Diversity & Inclusion (D&I) Officers tracking and improving workforce diversity.

Course Outline

Module 1: Introduction to HR Metrics and Analytics

1. The role of HR metrics in business decision-making.
2. Categories of HR analytics: descriptive, predictive, and prescriptive.
3. Key HR performance indicators (KPIs) and benchmarks.
4. Data collection methods: surveys, HRIS, and performance tracking.
5. Case Study: How Google Uses People Analytics to Improve Workforce Performance.

Module 2: Workforce Planning and Talent Acquisition Analytics

1. Predictive analytics for hiring and workforce planning.
2. Using AI and machine learning in recruitment.
3. Measuring recruitment efficiency and cost-per-hire.
4. Workforce demand forecasting and succession planning.
5. Case Study: How Unilever Uses Data Analytics to Streamline Talent Acquisition.

Module 3: Employee Retention and Engagement Metrics

1. Measuring employee turnover and retention rates.
2. Analyzing employee satisfaction and engagement trends.
3. Using data to improve workplace culture and motivation.
4. Predicting flight risk and proactive retention strategies.
5. Case Study: How Netflix Uses HR Data to Improve Employee Retention.

Module 4: Performance Management and Productivity Analytics

1. Key performance metrics for employee evaluation.
2. Using HR analytics to optimize productivity.
3. 360-degree feedback and performance review metrics.

4. Linking HR data to business performance outcomes.
5. Case Study: How Amazon Uses Performance Analytics for Workforce Optimization.

Module 5: Compensation, Benefits, and Financial HR Analytics

1. Salary benchmarking and compensation trends.
2. Payroll analytics and cost control strategies.
3. Linking performance-based pay to business performance.
4. Calculating HR ROI and human capital value.
5. Case Study: How Facebook Uses HR Analytics to Drive Compensation Strategies.

Module 6: Diversity, Equity, and Inclusion (DEI) Analytics

1. Measuring diversity in hiring, promotions, and leadership.
2. Using data to reduce bias in HR processes.
3. Tracking inclusion metrics and workplace equity.
4. Implementing data-driven DEI initiatives.
5. Case Study: How Microsoft Uses HR Data to Improve Workplace Diversity.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- 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	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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