

Course No. 2052

HR Analytics & Data-Driven Decision-Making Training Course

HR ANALYTICS, DIGITAL HR, TECHNOLOGY & AI
HUMAN RESOURCES & TALENT MANAGEMENT

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The HR Analytics & Data-Driven Decision-Making Training Course equips HR professionals and business leaders with the analytical capabilities required to transform workforce data into actionable insights and evidence-based decisions. The programme focuses on using structured HR data to understand workforce trends, evaluate people-related outcomes, identify organizational challenges, and support strategic business priorities.

Participants will explore the HR analytics lifecycle, including data collection, preparation, validation, analysis, visualization, interpretation, and communication. The course covers workforce analytics across key areas such as recruitment, turnover, retention, absenteeism, performance, compensation, employee engagement, workforce planning, and talent management.

The programme emphasizes the development and use of meaningful HR metrics and key performance indicators. Participants will learn how to distinguish descriptive, diagnostic, predictive, and strategic analytics, identify patterns and relationships within workforce data, and translate analytical findings into practical recommendations for HR and business leaders.

Through practical exercises, case studies, and data-driven scenarios, participants will develop the ability to build HR dashboards, analyze workforce trends, evaluate people initiatives, communicate insights to decision-makers, and support strategic workforce decisions. The course also addresses data quality, privacy, governance, and responsible use of employee information.

Objectives

- By the end of the course, participants will be able to:
- Analyze the role of HR analytics in strategic workforce management.
- Identify reliable and relevant HR data sources for analytical purposes.
- Apply structured processes for collecting, preparing, and validating HR data.
- Develop meaningful HR metrics and key performance indicators.
- Analyze workforce trends using descriptive and diagnostic analytics.
- Identify patterns and relationships within employee and workforce data.
- Evaluate recruitment, turnover, retention, absenteeism, and performance data.

- Apply predictive approaches to anticipate workforce risks and trends.
- Evaluate the effectiveness of HR programmes and initiatives using data.
- Develop HR dashboards and management reports for decision support.
- Translate HR analytics findings into practical business recommendations.
- Communicate workforce insights effectively to executives and stakeholders.
- Apply data-driven approaches to workforce planning and talent management.
- Identify data quality, privacy, governance, and ethical considerations.
- Strengthen evidence-based decision-making across HR functions.
- Develop an integrated HR analytics framework to support strategic organizational decisions.

Who Should Attend

This course is designed for HR managers, HR business partners, HR analysts, workforce planning specialists, talent management professionals, people analytics specialists, and HR operations professionals who work with employee and workforce information.

It is also suitable for senior executives, business unit managers, organizational development professionals, compensation and benefits specialists, recruitment managers, performance management specialists, and decision-makers who need to use workforce data to support business decisions.

The programme is particularly relevant to organizations seeking to strengthen data-driven HR, workforce planning, talent management, employee retention, organizational performance, and strategic decision-making across government entities, banks, financial institutions, oil and gas companies, technology organizations, healthcare providers, manufacturing companies, and large corporations.

Learning Outcomes

- Upon completion of the course, participants will be able to:
- Explain the principles and applications of HR analytics.
- Identify appropriate workforce data sources and analytical requirements.
- Assess HR data quality, consistency, completeness, and reliability.

- Build relevant HR metrics and performance indicators.
- Analyze workforce demographics, trends, and patterns.
- Calculate and interpret key workforce measures such as turnover, retention, absenteeism, and recruitment metrics.
- Analyze relationships between workforce indicators and organizational outcomes.
- Evaluate the effectiveness and impact of HR initiatives using evidence.
- Apply predictive analytics concepts to workforce risks and future trends.
- Develop HR dashboards and visual reports for management use.
- Interpret analytical results and identify meaningful workforce insights.
- Present data-driven recommendations to senior stakeholders.
- Apply workforce analytics to strategic workforce planning.
- Use data to support talent, performance, recruitment, and retention decisions.
- Apply responsible practices for HR data governance, privacy, and ethical analytics.
- Develop a practical HR analytics framework that supports continuous, data-driven decision-making.

Course Outline

DAY 01

Foundations of HR Analytics and Workforce Data

- Introduction to HR analytics and people analytics
- Strategic value of data-driven HR
- HR analytics lifecycle
- Types and sources of workforce data
- HR information systems and data structures
- Data collection and preparation
- Data quality, accuracy, and validation
- HR metrics versus HR analytics
- Descriptive, diagnostic, predictive, and strategic analytics

DAY 01 — CONTINUED

PRACTICAL APPLICATION

Assessing an HR dataset and identifying opportunities for analytical use

DAY 02**Workforce Metrics, Trends and Diagnostic Analytics**

- Workforce demographics and segmentation
- Recruitment and hiring analytics
- Time-to-hire and cost-of-hire analysis
- Employee turnover and retention analytics
- Absenteeism and workforce attendance analysis
- Employee performance analytics
- Compensation and workforce cost analytics
- Employee engagement indicators
- Identifying patterns, relationships, and trends

PRACTICAL APPLICATION

Analyzing workforce data to identify key HR trends and organizational issues

DAY 03**Predictive Analytics and Strategic Workforce Planning**

- Introduction to predictive HR analytics
- Forecasting workforce trends
- Predicting turnover and retention risks
- Workforce capacity and demand analysis
- Talent supply and workforce planning analytics
- Skills and competency analytics
- Succession and talent analytics
- Scenario analysis for workforce decisions

DAY 03 — CONTINUED

- Interpreting predictive findings

PRACTICAL APPLICATION

Developing a workforce risk analysis and using data to support workforce planning decisions

DAY 04

HR Dashboards, Data Visualization and Decision Support

- Principles of effective HR dashboards
- Selecting meaningful HR KPIs
- Data visualization for HR decision-making
- Executive reporting and workforce scorecards
- Dashboard design and information hierarchy
- Communicating analytical findings
- Translating data into business insights
- Developing evidence-based HR recommendations
- Using analytics to evaluate HR initiatives

PRACTICAL APPLICATION

Designing an HR analytics dashboard and presenting workforce insights to senior management

DAY 05

HR Analytics Governance, Strategy and Continuous Improvement

- HR data governance and accountability
- Employee data privacy and confidentiality
- Ethical use of workforce analytics
- Data security and access controls
- Integrating HR analytics with business strategy
- Building an HR analytics operating model

DAY 05 — CONTINUED

- Measuring the impact of analytics initiatives
- Stakeholder engagement and analytical adoption
- Continuous improvement and advanced analytics
- Final Integrated Workshop: Developing a comprehensive HR analytics and data-driven decision-making framework covering data sources, HR metrics, workforce analysis, predictive insights, dashboards, governance, strategic recommendations, and continuous improvement

Register or Request More Information

Course page: <https://quest-training.com/courses/hr-analytics-data-driven-decision-making-training-course>

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