

Course No. 2056

# HR Dashboards, People Analytics & Workforce Reporting Training Course

---

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

---

DURATION

**5 Days**

DELIVERY

**Classroom**



## Course Overview

---

The HR Dashboards, People Analytics & Workforce Reporting Training Course provides HR professionals and business leaders with the practical skills required to transform workforce data into clear dashboards, meaningful people analytics, and decision-ready management reports. The programme focuses on designing effective reporting systems that provide visibility into workforce trends, HR performance, organizational risks, and people-related business outcomes.

Participants will explore the complete process of workforce reporting, including data collection, validation, metric selection, analysis, visualization, dashboard development, interpretation, and executive communication. The course covers key HR reporting areas such as headcount, workforce composition, recruitment, turnover, retention, absenteeism, performance, compensation, employee engagement, learning, and workforce planning.

The programme emphasizes selecting the right metrics and KPIs rather than simply producing large volumes of HR data. Participants will learn how to distinguish operational reporting from analytical reporting, identify meaningful trends and patterns, develop effective workforce dashboards, and present insights in a way that supports management decisions.

Through practical exercises, case studies, and dashboard development activities, participants will build the ability to create HR scorecards and workforce reports, analyze people data, identify emerging workforce issues, and provide evidence-based recommendations. The course also addresses data quality, governance, privacy, reporting standards, and the responsible use of employee information.

## Objectives

---

- By the end of the course, participants will be able to:
- Analyze the strategic role of HR dashboards and workforce reporting.
- Identify appropriate HR data sources for reporting and analytics.
- Apply structured methods for collecting, validating, and preparing workforce data.
- Develop meaningful HR metrics and key performance indicators.
- Design effective HR dashboards aligned with organizational priorities.

- Analyze workforce trends and identify significant patterns.
- Evaluate headcount, turnover, retention, absenteeism, recruitment, and performance data.
- Develop workforce scorecards for management and executive use.
- Apply data visualization principles to HR reporting.
- Transform workforce data into actionable management insights.
- Develop analytical reports that identify workforce risks and opportunities.
- Communicate HR analytics findings effectively to senior stakeholders.
- Apply workforce analytics to support strategic workforce planning.
- Establish appropriate standards for HR reporting, data governance, and privacy.
- Evaluate the effectiveness and business value of HR dashboards and reporting.
- Develop an integrated framework for HR dashboards, people analytics, and workforce reporting.

## Who Should Attend

---

This course is designed for HR managers, HR analysts, HR business partners, people analytics specialists, workforce planning professionals, HR operations managers, and HR reporting specialists responsible for workforce data and reporting.

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

The programme is particularly relevant to organizations seeking to strengthen HR reporting, people analytics, workforce planning, performance management, data-driven HR, and executive decision support across government entities, banks, financial institutions, oil and gas companies, technology organizations, healthcare providers, manufacturing companies, telecommunications organizations, and large corporations.

## Learning Outcomes

---

- Upon completion of the course, participants will be able to:
- Explain the principles and applications of HR dashboards and people analytics.
- Identify reliable workforce data sources and reporting requirements.
- Assess workforce data for accuracy, completeness, consistency, and reliability.
- Define HR metrics and KPIs aligned with business priorities.
- Design dashboards that present workforce information clearly and effectively.
- Analyze headcount and workforce composition trends.
- Calculate and interpret turnover, retention, absenteeism, and recruitment indicators.
- Analyze workforce performance, compensation, engagement, and learning data.
- Identify workforce patterns, risks, and emerging trends.
- Develop HR scorecards and management reporting frameworks.
- Apply data visualization techniques to improve workforce reporting.
- Translate analytical findings into practical management recommendations.
- Present workforce insights effectively to executives and stakeholders.
- Apply people analytics to support workforce planning and organizational decisions.
- Establish appropriate data governance, privacy, and reporting controls.
- Develop a practical workforce reporting and people analytics framework for continuous improvement.

## Course Outline

---

### DAY 01

## HR Reporting Fundamentals and Workforce Data

- Strategic role of HR reporting and people analytics
- Workforce reporting frameworks
- HR data sources and information structures
- Data collection and preparation
- Data quality, validation, and consistency
- Operational versus analytical HR reporting

## DAY 01 — CONTINUED

- HR metrics and key performance indicators
- Reporting requirements and stakeholder needs
- Workforce data interpretation

**PRACTICAL APPLICATION**

Assessing an HR dataset and identifying reporting and analytical requirements

## DAY 02

**HR Metrics, Workforce Trends and People Analytics**

- Headcount and workforce composition analysis
- Recruitment and hiring metrics
- Time-to-hire and cost-of-hire
- Turnover and retention analytics
- Absenteeism and attendance reporting
- Employee performance indicators
- Compensation and workforce cost analysis
- Learning and development metrics
- Employee engagement indicators

**PRACTICAL APPLICATION**

Analyzing workforce data to identify trends, risks, and performance patterns

## DAY 03

**HR Dashboards, Scorecards and Data Visualization**

- Principles of effective HR dashboard design
- Selecting relevant metrics and KPIs
- Dashboard structure and information hierarchy
- Workforce scorecards
- Data visualization principles

## DAY 03 — CONTINUED

- Charts, trends, comparisons, and indicators
- Executive dashboards and management reporting
- Interactive reporting and workforce insights
- Avoiding misleading or excessive data visualization

**PRACTICAL APPLICATION**

Designing an HR dashboard and workforce scorecard for management use

## DAY 04

## Advanced People Analytics and Decision Support

- Diagnostic people analytics
- Identifying relationships and workforce patterns
- Workforce risk indicators
- Predictive workforce analytics concepts
- Turnover and retention risk analysis
- Workforce planning analytics
- Talent and skills analytics
- Evaluating HR programme effectiveness
- Translating analytics into business recommendations

**PRACTICAL APPLICATION**

Developing an analytical workforce report and presenting evidence-based recommendations

## DAY 05

## Workforce Reporting Governance, Executive Communication and Continuous Improvement

- HR reporting governance and accountability
- Data privacy and confidentiality
- Workforce data security and access controls

## DAY 05 — CONTINUED

- Reporting standards and data definitions
- Executive communication of HR insights
- Management dashboards and decision-making
- Measuring the value and effectiveness of HR reporting
- Automation and digital workforce reporting
- Continuous improvement and advanced people analytics
- Final Integrated Workshop: Developing a comprehensive HR dashboards, people analytics, and workforce reporting framework covering data sources, KPIs, workforce analysis, dashboard design, reporting governance, executive communication, decision support, and continuous improvement

## Register or Request More Information

---

Course page: <https://quest-training.com/courses/hr-dashboards-people-analytics-workforce-reporting-training-course>

Website: <https://quest-training.com>

Email: [info@quest-training.com](mailto:info@quest-training.com)

Phone: +905016771440