

HR ANALYTICS: THE BUSINESS INTELLIGENCE OF HR DATA

COURSE OVERVIEW

There is a difference between having lots of HR and L&D related data, use of them, and what they mean to organizations. Almost invariably, all companies have a depository of large-databases containing information spanning many years. How do you manage the data and transform it to a meaningful results, is the question of this and next generation HR Professionals. In this practical training, participants will learn integrating techniques to connect data from different sources, how to make the best use of most important formulas for HR and learn the new Power BI tools that will become the answer to data analytics and business intelligence in the coming years. You will able to perform high-level and intelligent reporting, analysis, and powerful dynamic dashboards using Power BI. This course is a must for every HR and L&D professional. Do not miss it!

TARGET COMPETENCIES

- HR - Reporting, techniques
- Analyzing HR Data
- Data modeling
- Cleanse Data
- Integration with external data source
- Report structuring techniques.
- Charting & Visualization techniques
- Business Intelligence
- Transform Data
- Performance KPIs

TARGET AUDIENCE

New and Experienced HR professionals, Compensation and Benefits Professionals, HR Reward and Payroll Professionals, HR Managers, anyone who perform HR functions in their organizations on a daily basis

COURSE OBJECTIVES

By completely attending this course, participants will be able to:

- Work with HR and L&D unstructured data
- Normalize data from multiple sources.
- Analysis data related to HR functions.
- Integrate different data sources for enhanced reporting.
- Understand how PowerPivot, PowerQuery, PowerMap, and PowerView works.
- Learn how to use Power BI as an intelligent tool to massage, report, and analyze data.
- Design high-end and integrated reports and analysis
- Produce state-of-the-art HR and L&D dashboards.
- Share your reports and dashboards on cloud, website, and with colleagues.

NOTE

This course requires the use of laptop with Excel 2016/2019/365 and Power BI Desktop. Delegates must bring their own laptops with Windows-based Excel and Power BI fully installed.

COURSE METHODOLOGY

This course is extremely practical with multitude of hands-on exercises and case studies that HR professionals be involved in. They will learn to apply in routine HR work and present meaningful information to management and teams.

COURSE OUTLINE

AN OVERVIEW OF POWER BI

- The Roadmap:
 - Messaging Data
 - Reporting & Analysis
- From Excel to Business Intelligence
- Why use Power BI
- PowerPivot and PowerQuery
- Size, Formulas, and Multiple Sources

WORKING WITH HR DATA SHEETS AND SOURCES USING POWERPIVOT

- Getting data from multiple
- Managing multiple data sets
- Creating and managing measures
- Inserting functions
- Designing KPIs
- Performing advanced conditional formatting
- Understanding and working with Data Models
- Creating and managing relationships between different data sources
- Using Diagram View and Data View

GET AND TRANSFORM DATA

- Connecting to CSV, Excel, Access, HTML, and other courses
- Loading and transforming data
- Managing columns and rows
- Restructuring HR fields by splitting, grouping, and replacing data
- Transforming data, pivoting and unpivoting
- Combining different data sets
- Perform special formatting such as trim, clean, proper, upper, and lower.
- Perform basic statistics.
- Transform Date and Time fields.
- Design conditional columns
- Create custom columns to perform special calculations.
- Perform special Extract techniques to data.
- Load and close data transformation
- Combine and append data sets.

POWER BI: RULES OF ENGAGEMENTS

- Data Transformation using Power BI
- Working with Models, Data, and Reports
- Understanding Visualizations
- Working with Buttons, Images, and Shapes
- Working with Custom Visuals
- Designing Dashboard Themes

POWER BI: CREATE & FORMAT INTERACTIVE VISUALIZING

- Select different visualization types.
- Configure page layout and formatting
- Configure interactions between visuals
- Configure duplicate pages
- Handle categories that have no data
- Configure default summarization and data category of columns
- Position, align, and sort visuals.
- Enable and integrate visuals.
- Format measures
- Use bookmarks and themes for reports.

POWER BI: CONFIGURE DASHBOARDS, REPORTS & APPS IN THE POWER BI SERVICE

- Add text and images.
- Filter dashboards
- Customize the URL and titles.
- Enable natural language queries.
- Publishing, share, and collaborate your reports and Dashboards.