HUMAN RESOURCES DASHBOARD FOR REPORTING USING EXCEL

GIVE CLARITY TO NUMBER – SIMPLY EXCEL

Target Audience: HR Managers, HR Supervisors & Executives

PJX Tower, PJ
(next to Amcorp Mall & Taman Jaya Putra LRT Station)

Learn the 7 Smart Reporting features to prepare effective Management Reports

- **Interactive One Click Data & Chart Refresh**
  Learn powerful excel formulas, creatively integrated with Buttons to re-fresh data by simply clicking, allowing user full control to change perspectives easily.

- **Highlight Areas of Improvement with Charts**
  Learn to build simple yet insightful column chart, giving a high level overview that shows key areas to focus management efforts and attention.

- **Simple-to-Understand Headcount Movement Chart**
  Learn to creatively draw column chart that shows both addition and reduction of headcounts monthly, emphasizing the HR recruitment workload in a given period.

- **Advance Staff Attrition Chart**
  Learn to use advance chart, to clearly depict the high risk areas caused by staff attrition.

- **Speedometer for Performance Charts**
  Learn to build gauge charts that gives a high level bird’s eye view of the overall Key Performance Measures.

- **Smart Update**
  Learn to plan, structure & organize your dashboard effectively; leverage on advanced formulas, so that it is capable of quick & regular data updates / expansion in the future.

- **Drill in Button**
  Learn to place secondary data in another worksheet, creating links to quickly transport user to view the details whenever required.

"Are you able to define and measure workforce factors that influence business results? Do you have a performance management system that drives everyone towards a common goal? People fuel your organisation’s success – is your tank full or empty?"

It’s now time for HR to use data for fact-based decisions to improve human capital management and contribute to business performance. Be a valuable asset to your organisation – have the right HR metrics & dashboards available – become a successful human resources leader that effectively develop human capital.

**Part 1: Strategic measures on Staffing, Recruitment, Selection & Successful Employment**

**Part 2: Measuring Turnover, Training & Development, Talent Management**


**Part 4: Assess Employee Satisfaction & Commitment**

You’ll learn neat excel functions and charts to create easy yet effective dashboard reports – plus, combining what-if analysis functions and buttons, allows for interactive management analysis. After attending this training, you are on your way to creating a strategic HR ‘business intelligence’ tool!!

**TRAINER**: Vera Ng YL (B. Business, CPA(Aust), MBA (Marketing)) Vera began her professional career as an Auditor at a leading accountancy firm. Before moving into training, she spent many years honing her financial, management and technical skills working in various roles from Finance & HR Management to Business & Process Improvement Management, covering a regional scope. Being a trainer, she offers quick and effective ways of learning and practical application of technology to work. Her easy going, practical and creative ways makes learning enjoyable for the participants. Specialising in Smart Technology, she helped participants leverage on Microsoft Applications to effectively and efficiently support their management in better decision making.
**Expected Outcome**
At the conclusion of this course, you will learn to:
- Measure, analyze and interpret different HR KPIs
- Use Excel to prepare Dashboards – making use of advance features
- Understand the difference between Reports vs Dashboards
- Design an effective HR Dashboard to draw focus
- Creatively use Excel functions to manage data & link to objects
- Learn good practices when building charts and graphs

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**Introduction: Get it right from the start…**
- Why develop a Dashboard?
- The differences between a Report vs Dashboard
- Learn the key steps in Dashboard reporting to ensure success
- The Do's and Don'ts of designing a dashboard

**The Model: Interactive Human Resource Dashboard**
Analyze, measure and calculate key measures of human capital that drives operational decision-making.

Learn to create an one-page HR summary report that shows the important key metrics which inter-relates, giving user an clear overall ‘big picture’
- Provide management with relevant data insights & analysis that brings about better business discussions & planning forward, focusing efforts to critical areas of HR
- Improve communication by using graphical visuals, give your team the capacity to understand, appreciate & follow your HR strategy easily
- Clarify data with appropriate use of different charts types, including sparklines – keeping data simple & easy to understand
- Use speedometers to give a quick overview & assessment of performance
- Ease navigation around the worksheet with user friendly buttons

**Smart Update: Refresh with new data quickly**
- Learn to plan, structure & organize your dashboard effectively to allow for future expansion
- Utilize advance formulas & features to ease updating your dashboard with new data

**Protect & Share:**
- Protect your dashboard to ensure data integrity and data security
- Present with ease by linking your Dashboard into Powerpoint

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**Methodology**
- Lecture, Group Discussion, Hands on Exercise

**Who Should Attend**
- HR Managers, HR Supervisors & Executives who need to prepare, understand & interpret HR metrics

**Course Materials**
- Will be provided

**Duration**
- 2 days (9.00am-5.00pm)

**Pre-Requisite**
- Must Possessed at least - Intermediate Excel

**Software Version**
- MS Excel 2010

**Laptop:** Participants are required to bring their own laptop

"Are you ready to value add – deliver key HR data insights clearly that help communicate and improve human capital strategy?"

"Do you know how to measure organisation success & monitor key performance? How can you improve?"

"The use of analytics will move HR up the corporate totem pole"

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**Course Fees**
- **Standard Fee:** RM2,400
- **Early Bird Fee:** RM1,900* (Payment received one month before training day)
- **Group Discount Fee** RM1,900* (Minimum 3 pax)
- **Prompt Payment Fees** RM2,000* (Payment received on or before training day)

*Valid only with payment received on or before training day. Standard fee will be applied for payment after due date. (Please write clearly the membership number in the registration form)