Health Care Management · HM451

HR Analytics with Microsoft Power BI: Data-Driven Human Resources

Duration	Category	Ref
1 Week	**Health Care Management**	**HM451**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

In today's digital workplace, Human Resources has evolved from an administrative function into a strategic business partner driven by data and analytics. Organisations increasingly rely on HR analytics to measure workforce performance, predict trends, improve employee engagement, and support evidence-based decision-making. Microsoft Power BI provides HR professionals with a powerful platform to transform raw workforce data into interactive dashboards, meaningful reports, and actionable insights. This five-day course equips participants with the practical knowledge and hands-on skills required to analyse HR data, build professional Power BI dashboards, and leverage workforce analytics to enhance organisational performance.

Course Objectives

By the end of this course, participants will be able to:

- Understand the principles and importance of HR analytics.
- Identify and analyse key HR metrics and workforce KPIs.
- Prepare, clean, and transform HR data for analysis.
- Develop interactive HR dashboards using Microsoft Power BI.
- Create meaningful visualisations for workforce reporting.
- Analyse recruitment, turnover, absenteeism, performance, and diversity metrics.
- Generate actionable insights to support strategic HR decisions.
- Share HR reports securely and effectively across the organisation.

Target Audience

This course is designed for:

- HR Managers
- HR Business Partners
- HR Analysts
- Talent Acquisition Specialists
- Learning & Development Professionals
- Compensation & Benefits Specialists

- Workforce Planning Professionals
- People Analytics Teams
- Business Analysts working with HR data
- Anyone responsible for HR reporting and workforce analytics

Course Outline

Day 1

Foundations of HR Analytics and Power BI

- Introduction to HR Analytics and People Analytics
- The role of data in strategic HR management
- Understanding HR KPIs and workforce metrics
- Introduction to Microsoft Power BI
- Importing HR datasets into Power BI
- Connecting to Excel and HR databases
- Understanding the Power BI interface

Day 2

Preparing and Modelling HR Data

- Data cleaning using Power Query
- Transforming and organising HR datasets
- Building relationships between HR tables
- Introduction to Data Modelling
- Creating calculated columns and measures
- Using DAX fundamentals for HR calculations
- HR data quality and governance best practices

Day 3

HR Dashboards and Workforce Visualisation

- Designing effective HR dashboards
- Creating charts, KPIs, and scorecards
- Workforce demographics analysis
- Recruitment and hiring analytics
- Employee turnover and retention dashboards
- Absenteeism and attendance reporting
- Interactive filtering and drill-through features

Day 4

Advanced HR Analytics

- Performance management analytics
- Training and learning effectiveness reporting
- Diversity, Equity & Inclusion (DEI) dashboards
- Compensation and benefits analysis
- Predictive HR trends and workforce planning
- Using advanced DAX functions
- Building executive HR performance dashboards

Day 5

Strategic Reporting and Final Dashboard Project

- Designing executive-level HR reports
- Publishing reports to the Power BI Service
- Sharing dashboards securely across the organisation
- Creating automated HR reports
- Best practices for HR data storytelling
- Hands-on workshop: Building a complete HR Analytics Dashboard
- Presentation, review, and feedback on participant projects

Ask us for a date for this course

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