Security & Law Enforcement · SL460

HR Reporting and Data Management

Duration	Category	Ref
1 Week	**Security & Law Enforcement**	**SL460**
Language	**Certificate**	
English	**Certificate of attendance**	

Introduction

This five-day course provides participants with practical knowledge and skills to manage HR data and develop effective HR reports. It focuses on collecting, organizing, analyzing, and presenting workforce information to support better decision-making, workforce planning, and HR performance management.

Objectives

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

- Understand the fundamentals of HR data management and reporting.
- Improve the accuracy, quality, and consistency of HR data.
- Develop effective HR reports and dashboards.
- Analyze workforce data and identify meaningful trends.
- Use HR metrics to support management decision-making.
- Apply appropriate practices for HR data confidentiality and security.

Target Audience

- HR Managers and HR Professionals
- HR Officers and Administrators
- HR Analysts and People Analytics Professionals
- Workforce Planning Specialists
- HR Business Partners
- Personnel and Payroll Officers
- Managers responsible for HR reporting and workforce data

Course Outline

Day 1

HR Data Management Fundamentals

- Introduction to HR data and its importance
- Types and sources of HR data

- HR data collection and organization
- Data accuracy, quality, and consistency
- HR databases and information systems

Day 2

HR Reporting and Key Metrics

- Principles of effective HR reporting
- Workforce and employee reports
- Key HR metrics and KPIs
- Headcount, turnover, absenteeism, and retention reporting
- Designing useful management reports

Day 3

HR Data Analysis

- Fundamentals of HR data analysis
- Identifying workforce trends and patterns
- Recruitment and workforce analysis
- Performance and employee data analysis
- Using data to support HR decision-making

Day 4

HR Dashboards and Data Visualization

- Designing effective HR dashboards
- Selecting relevant HR KPIs
- Presenting data clearly and effectively
- Charts, tables, and visual reporting
- Turning HR data into actionable insights

Day 5

HR Data Governance and Strategic Reporting

- HR data privacy, confidentiality, and security
- Data governance and access controls
- HR reporting for workforce planning
- Developing strategic HR reports
- Improving HR reporting processes and data-driven decision-making

Ask us for a date for this course

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