

# HR Analytics

**Course Number:** 4911

**Length:** 2 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:**

## Course Description

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Increase the probability of successful HR outcomes by using the most effective tools, techniques, and best practices for preparing and communicating HR data and making data-driven decisions. Throughout this course, you will learn how to leverage HR analytics to add value to your organization and which regulations and reporting requirements are most useful and relevant to your position. By applying the Analytics Process Model and utilizing Microsoft Excel, you'll be ready to organize, analyze, and present HR data.

## Intended Audience

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This course is designed for managers, HR generalists, specialists, and other professionals who need to inform decisions using HR data. Participants are expected to have foundational knowledge in the field and experience with Excel.

## Client-Provided Facility Requirements

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- 1 computer per student with Internet and Microsoft Office 2007 including Microsoft Excel with unrestricted rights to install the Analysis Toolpak or with Analysis Toolpak already installed on each computer
- Internet required for instructor computer

## Course Learning Objectives

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- Identify each phase of the HR Analytics Process Model (APM) and its purpose
- Describe best practices using HR analytics to support data-driven decision making
- Identify HR benchmarks and metrics relevant to agency mission and goals
- Analyze workforce and talent data using Excel to identify trends and other actionable performance information
- Give a short briefing to present analysis results

## Course Additional Features

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- Producer Support
- Technical Support Team
- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

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## Course Schedule

DAY ONE	
MORNING	Lesson 1: HR Analytics and the Analytics Process Model
LUNCH	
AFTERNOON	Lesson 2: Excel Quantitative Techniques

DAY TWO	
MORNING	Lesson 2: Excel Quantitative Techniques, continued
	Lesson 3: HR Regulations and Reporting Requirements
LUNCH	
AFTERNOON	Lesson 4: Effectively Presenting HR Data

## Learning Methods

Facilitated discussions, individual and group activities, case scenarios, and self-assessments

## Credits

### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personnel/Human Resources
- Level: Basic
- CPEs: 16

### Professional Development Units (PDUs)

- Credits: 14

### Continuous Learning Points (CLPs)

- Credits: 16

## Management Concepts Certificate Program Relationship

# HR Analytics

This is a core course in the following program(s):

- [Human Resources Certificate Program](#)

## Prerequisites

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### Suggested

- [HR Boot Camp](#) or equivalent knowledge or experience

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

## Follow-On Resources

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- [Federal Workforce Planning](#)
- [Getting Efficient: Optimizing HR Relations](#)

# HR Analytics

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/4911>



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