

# Frequently Asked Questions

**Course Title:** HR Analytics

**Course #:** 4911

**Duration:** 2 Days

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

## 1. What business or organizational need does this course address?

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.

## 2. Who should attend?

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.

## 3. What will I learn how to do in this course?

- 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

## 4. What kinds of activities are included in this course?

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

## 5. Are there prerequisites for this course?

Suggested:

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

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## 6. Do I have to complete any prework for the course?

There is no prework required for this course.

## 7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

## 8. Does this course count for credit toward a Management Concepts Certificate Program?

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

- [Human Resources Certificate Program](#)

## 9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.3

PDU: 14

CLPs: 16

## 10. What course(s) do you recommend after I complete this course?

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

## 11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).