HR Dashboard Springboard Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s data-driven business landscape, HR analytics and dashboards have become critical tools for organizations aiming to optimize talent management and drive strategic decisions. HR Dashboard Springboard Training Course empowers professionals to harness HR metrics, workforce analytics, and real-time insights to enhance productivity, engagement, and retention. Through hands-on learning, participants gain the ability to create visually compelling dashboards that highlight workforce trends, performance KPIs, and HR efficiencies.

This course equips HR practitioners, analysts, and managers with advanced skills in data visualization, employee performance analytics, and predictive HR reporting. By integrating Power BI, Excel, and HRIS data sources, learners will develop actionable insights that support strategic planning and foster an agile, performance-driven organizational culture. Practical case studies, interactive exercises, and real-world HR scenarios ensure participants leave with skills immediately applicable in their workplaces.

Programme Curriculum

HR Dashboard Springboard Training Course

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Course Duration

5 days

Course Objectives

1. Master HR analytics fundamentals and data-driven decision-making
2. Build interactive HR dashboards using Power BI and Excel
3. Apply predictive analytics to improve employee retention and engagement
4. Analyze workforce performance metrics and productivity trends
5. Visualize HR KPIs to drive strategic organizational decisions
6. Integrate HRIS data into actionable insights and reports
7. Learn real-time reporting for recruitment, turnover, and training metrics
8. Develop customizable HR scorecards for executives and managers
9. Enhance employee experience analytics using HR dashboards
10. Identify talent gaps and forecast workforce needs
11. Implement data storytelling to present HR insights effectively
12. Leverage HR benchmarking for organizational improvement
13. Explore emerging trends in HR analytics and AI-driven dashboards

Target Audience

1. HR managers and directors
2. HR business partners
3. HR data analysts and specialists
4. Talent acquisition and recruitment professionals
5. Learning & development managers
6. Compensation and benefits analysts
7. Organizational development consultants
8. HRIS and HR technology professionals

Course Modules

Module 1: Introduction to HR Analytics & Dashboards

- Overview of HR analytics and dashboards
- Key HR metrics and KPIs
- Introduction to data visualization concepts
- Understanding HR data sources
- **Case Study:** Employee turnover analysis for a multinational firm

Module 2: Data Preparation & Cleaning for HR Dashboards

- Extracting data from HR systems
- Data cleaning and transformation best practices
- Using Excel & Power Query for HR data
- Data validation techniques for HR datasets
- **Case Study:** Cleaning recruitment data for predictive analysis

Module 3: Designing HR Dashboards

- Principles of dashboard design
- Selecting appropriate charts for HR metrics
- Interactive visualizations using slicers and filters
- Dashboard layouts and color psychology
- **Case Study:** Designing a training effectiveness dashboard

Module 4: HR Metrics & KPI Analysis

- Key HR KPIs: retention, engagement, performance
- Analyzing recruitment funnel metrics
- Workforce productivity and absenteeism tracking
- Employee satisfaction and survey metrics
- **Case Study:** Performance evaluation dashboard for mid-size company

Module 5: Advanced Analytics & Predictive HR Modeling

- Predictive analytics for turnover and attrition
- Identifying flight risks using regression models
- Forecasting workforce requirements
- Scenario analysis and simulations
- **Case Study:** Predicting employee attrition using historical data

Module 6: HR Reporting & Storytelling

- Effective HR reporting strategies
- Data storytelling techniques
- Creating executive-ready dashboards
- Aligning HR insights with business goals
- **Case Study:** Presenting HR insights to C-level executives

Module 7: Real-Time HR Dashboards

- Integrating live HRIS data
- Automating dashboard updates
- Alerts and notifications for critical HR metrics
- Monitoring workforce trends in real-time
- **Case Study:** Live dashboard tracking recruitment KPIs

Module 8: Emerging Trends in HR Analytics

- AI and machine learning in HR analytics
- HR benchmarking and industry comparison
- Mobile HR dashboards and accessibility
- Ethical considerations and data privacy
- **Case Study:** Implementing AI-driven dashboards for global HR teams

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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