Training Course on Data-Driven HR Decisions in Education

Professional Development Training Course Outline

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

Course Introduction

In today’s educational landscape, where strategic planning and measurable outcomes dominate policy decisions, making informed HR decisions is essential. Training Course on Data-Driven HR Decisions in Education empowers education leaders with data-driven human resource management (HRM) strategies that align staffing, recruitment, retention, and performance management with institutional goals. Participants will learn how to leverage HR analytics, predictive modeling, and key performance indicators (KPIs) to enhance organizational effectiveness and student achievement outcomes.

By adopting a data-centric HR approach, schools and educational institutions can optimize talent acquisition, professional development, and employee satisfaction while improving student learning experiences. This course is designed to help HR professionals, school administrators, and decision-makers harness educational data systems, apply AI-based insights, and utilize strategic HR dashboards for evidence-based decision-making.

Programme Curriculum

Training Course on Data-Driven HR Decisions in Education

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Course Objectives

1. Understand HR analytics and its application in education settings.
2. Learn to collect, organize, and interpret employee performance data.
3. Apply predictive analytics to anticipate staffing needs.
4. Enhance teacher recruitment strategies using real-time data.
5. Utilize AI in education HR systems for smarter talent decisions.
6. Develop data-driven retention plans to reduce staff turnover.
7. Measure employee engagement metrics and morale.
8. Build customized HR dashboards for educational institutions.
9. Analyze trends in workforce diversity and inclusion.
10. Align HR decisions with student achievement data.
11. Improve professional development planning with performance metrics.
12. Comply with HR legal and ethical standards in data use.
13. Create an action plan for implementing data-centric HR practices.

Target Audiences

1. School Principals
2. District HR Officers
3. University HR Administrators
4. Education Policy Makers
5. School Board Members
6. Teacher Training Program Coordinators
7. Data Analysts in Education
8. Educational Consultants

Course Duration: 5 days

Course Modules

Module 1: Introduction to Data-Driven HR in Education

- Define data-driven HR practices
- Explore benefits and risks of data in HR
- Key components of educational HR analytics
- Integration with school improvement planning
- Tools for data collection and visualization
- **Case Study:** Implementing a basic HR data system in a mid-sized school district

Module 2: Predictive Analytics for Staffing

- Forecast staffing needs using historical data
- Identify turnover patterns and staffing gaps
- Introduction to machine learning models in HR
- Automating recruitment processes
- Linking teacher effectiveness to student performance
- **Case Study:** Using predictive analytics to reduce turnover by 25% in a charter school network

Module 3: Recruitment Metrics and Optimization

- Analyzing applicant data and hiring trends
- Building performance-based job descriptions
- Reducing bias in hiring using data
- Candidate quality scorecards
- Time-to-hire and cost-per-hire indicators
- **Case Study:** Revamping teacher hiring using a data-informed model

Module 4: Performance Evaluation and Development

- Aligning evaluation criteria with instructional goals
- Setting data-based SMART goals for teachers
- Using classroom observation tools
- Digital performance portfolios
- Linking evaluations to professional growth plans
- **Case Study:** From paper forms to performance dashboards in a high school district

Module 5: Employee Engagement and Retention

- Measuring engagement through surveys and data points
- Identifying burnout signals early
- Designing personalized retention strategies
- Impact of culture and leadership on retention
- Correlating satisfaction with performance and tenure
- **Case Study:** Boosting retention through targeted engagement analysis in a K-8 school

Module 6: Diversity, Equity, and Inclusion (DEI) Analytics

- Using data to assess hiring diversity
- Uncovering unconscious bias through data
- Creating equity dashboards
- Compliance with DEI laws and policies
- Tracking pay equity and promotion trends
- **Case Study:** Building an inclusive HR data dashboard in a university HR department

Module 7: HR Legal, Ethical & Policy Framework

- Legal standards for employee data collection
- Ethics of predictive decision-making
- FERPA, GDPR, and employee privacy
- Balancing data use and transparency
- Risk mitigation through compliance tracking
- **Case Study:** Policy reform after a data breach incident in a school district

Module 8: Building an HR Data Strategy

- Assess current HR data capabilities
- Design data collection and management protocols
- Choose the right analytics tools
- Communicate findings to stakeholders
- Implement and monitor an HR data action plan
- **Case Study:** District-wide HR transformation through strategic data planning

Training Methodology

- Interactive lectures and expert-led sessions
- Real-world case study reviews and discussions

- Hands-on HR dashboard creation workshops
- Group projects with scenario-based HR decision-making
- Pre- and post-assessments to track learning progress
- Supplementary toolkits and downloadable templates

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
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

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

Ready to enroll or request a customized program? Book online or contact us:

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