SYLLABUS

HR Training

Introduction to HR Management

- What is human resource management?
- Employee life cycle - hire to retire
- Talent Acquisition or recruitment
- Performance measurement and management
- Talent Management
- Learning and organisation development
- HR Operations
- Compensation and Benefits

Introduction to Human resource technology and Analytics

- HR Technology and Analytics interaction
- HR Technology Overview
- What is HR Analytics?
- HR Analytics popular frameworks
- Skills required for HR Analytics
- Making a case for HR Analytics and wining sponsorship
- Importance of data availability and governance
- Do's and Don'ts of HR Analytics

Employee data, data sources and metrics

- Employee Data Primary Sources
- Employee data secondary sources
- Efficiency & Effectiveness metrics
- General employee data fields
- Key metrics for each vertical of HR
- HR Scorecards
- HR Scorecard Practice Case Study

Employee data visualization

- Data Visualization best practices
- Popular tools available for visualization
- Storyboarding and importance of insights
- Interactive and static dashboards and reports
- Sample HR Dashboard
- HR Dashboard Practice Case Study

Basics of statistics

- Mean median & mode
- Correlation
- HR Case study of correlation
- Linear regression
- HR Case study of Linear regression
- Logistic regression
- HR Case study of Logistic regression

Capstone Project

- Use of Analytics in different stages of HR Management