

# Certificate Outline

In partnership with HRCI

## Certificate in Human Resources Analytics

Accredited by Human Resources Certification Institute (HRCI)



# Certificate in Human Resources Analytics

## Overview:

The complete Certificate program involves a wide variety of learning experiences including group discussions, individual and group activities, case studies and toolkit development. Today's business landscape is dynamic and challenging, making data-driven decision-making a crucial advantage for organizations. This Certificate Program helps you explore the state-of-the-art analytics techniques used to drive HR initiatives such as talent acquisition, performance evaluation, talent development, building leadership, hiring and promotion, job design, compensation, and collaboration. As a Human Resources Analytics Specialist, you will have a full set of skills that help you take gut feeling out of HR decision-making and add essential strategic value to your organization.

## Training Objectives:

- Interpret data-driven insights by mastering core statistical concepts and analyze, and learn how to execute them in Excel.
- Understanding personality's types and the best job for each type.
- Import, clean and analyze data for easy self-service. Dashboard and MS Excel and Power BI.
- Integrate data visualizations into your presentations to persuade stakeholders with compelling insights from your data.

## Program Duration:

30 Hours

## **Topics to be Covered:**

### **People Analytics Foundations**

- What is HR Analytics?
- 5 HR Analytics Use Cases
- The HR Analytics Cycle
- The Role of the Data Analyst

### **HR Data Analyst**

- Preparing & Manipulating HR Data
- Using VLookups & Data Visualization
- Dashboarding in Excel
- Interactive Case Study:

### **HR Dashboards in Power BI**

- Power BI Foundations
- Power BI Interactive Reports: Attrition Analysis
- Advanced Reporting and Data Models
- Turning Data into Visual Reports
- Data Governance & Distribution

### **HR Statistics in Excel**

- Statistical Analysis 101
- Validating Hypotheses: Chi-Square & Z Tests

### **Course Project**

You will put your newly acquired HR analytics expertise into practice.

# HR Pulse

has **the Learning**  
Solutions to **Empower**  
Your People & **Grow**  
Your **Business**

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