



# HR Dashboard Analytics 2 Days

Dashboards have increasingly become an essential need in enhancing decision making. This course gets HR Professionals to the forefront in the technology on visual display of data to enhance HR reporting, analysis and performance management. As a visual display tool of key HR metrics, dashboards simplify information gathering and present data in a way that can be sorted, analyzed and presented in a focused, clear and engaging manner in an organization. Using scenarios, this course will enable participants to learn, plan, structure, organize and eventually develop a comprehensive HR Dashboard.



This course will explore the dynamics of Pivot Table and Pivot Charts and will also apply the tips and tricks on using Pivot Table in HR Dashboards. Participants will also learn to apply the powerful combination of excel formulas to determine how they can produce a HR Dashboard that best fit organizational goals

**Prerequisite:** Participants need to have the basic knowledge of Excel Charts and Formulas.

## COURSE OUTLINE

### Day 1: Morning: 9am-12.30pm

#### Module 1: Pivot Table and Pivot Chart in HR Dashboard

- Creating Pivot Tables from a single source
- Applying Table to Datasets
- Using Offset in Dynamic Dataset Range
- Using Numeric Formats in the entire field

#### Module 2: Creating Pivot Table from multiple sources

- Comparing of 2 datasets

### Lunch: 12.30pm-1.30pm

### Afternoon: 1.30pm-5.00pm

#### Module 3: Interactive Filter Control on HR Dashboard using Slicer

- Adding, aligning and formatting slicers
- Displaying and hiding available slicer items
- Integrating slicer to a specific Pivot Table or to multiple Pivot Tables
- Creating Custom time segment for slicer

#### Module 4: Leveraging the relevant formulas to calculate and summarize data

- Applying the *Sum, Count, Average, Comparison Year to Year/Month to Month, Cumulative total and Percentage Column-Contribution margin, % to parent total*

#### Module 5: Selecting Grouping Categories in a Pivot Table-

Grouping by date, by number and by label

### Day 2: Morning: 9.00am-12.30pm

#### Module 8: Developing a Training Dashboard (Scenario 2)

Optimizing the 5 key Excel functions in the process of producing a training dashboard-*INDEX, MATCH, COUNTIFS,*

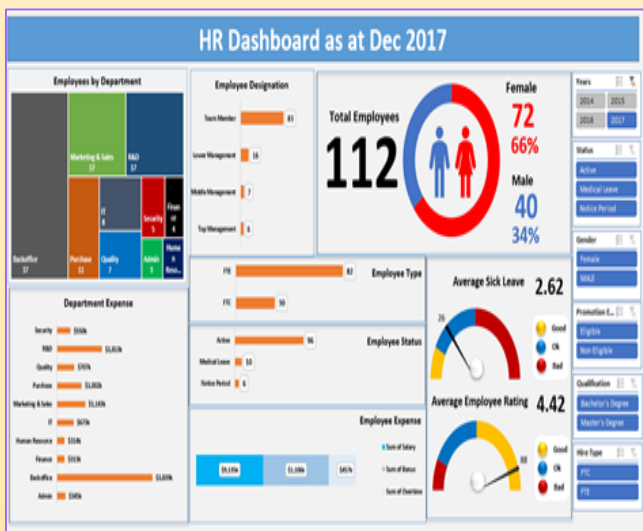


### Lunch: 12.30pm-1.30pm

### Afternoon: 1.30pm-5.00pm

#### Module 9: Constructing a Comprehensive HR Dashboard (Scenario 3)

Applying the tools, process and Excel Functions in producing a comprehensive HR Dashboard with a more combination of Excel functions i.e *SUMIFS, VLOOKUP, MAX, IF*





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<b>Course Date</b>	<input type="checkbox"/> 7-8 February 2024 <input type="checkbox"/> 14-15 March 2024
<b>Course Time</b>	9:00am to 5:00pm
<b>Course Fee</b>	RM1400 per pax (incl SST)
<b>Methodology</b>	On-Line via Microsoft Teams

For further inquiries & registration, please contact:

MEF Academy Sdn Bhd



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This course is HRDF SBL Khas claimable. Please select HRDCorp claimable courses when you access the portal.

## REGISTRATION

### ORGANIZATION DETAILS

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### APPROVED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

HRDF Contributor:  Yes  No

### PARTICIPANT LIST

No.	Name	Email	Contact No.	IC/NRIC NUMBER