



MICROSOFT TRAINING

Hr Analytics Ms Excel Hrm Language Course

Master HR Analytics using MS Excel to translate HRM data into strategic insights for data-driven decisions.

DURATION

16 Hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The HR Analytics MS Excel HRM Language Course is a comprehensive intermediate-level program designed to empower HR professionals with the critical skills needed to transform raw HR data into actionable insights using Microsoft Excel. In today's data-driven world, the ability to analyze workforce trends, predict outcomes, and measure the impact of HR initiatives is no longer optional but essential. This course bridges the gap between traditional HR practices and modern analytical demands, equipping participants with the tools to leverage Excel's robust features for strategic HR decision-making.

Throughout this engaging course, you will delve into the core concepts of HR analytics, master advanced Excel functions pertinent to HR data management, and develop the proficiency to build impactful HR dashboards and reports. You'll learn to interpret key HRM metrics, identify crucial talent trends, and effectively communicate data-backed recommendations to stakeholders. By understanding and applying the 'language' of human resource management within an analytical framework, you will be able to demonstrate the tangible value of HR to the broader business objectives, enhancing organizational effectiveness and fostering a data-centric culture within your HR department.

The professional benefits of this course are manifold, ranging from improved efficiency in HR operations to the capability of driving strategic talent management initiatives. You will gain the confidence to analyze complex HR datasets, optimize recruitment strategies, assess employee performance, manage compensation effectively, and predict attrition, ultimately contributing to a more informed and impactful HR function. This specialized skill set will not only elevate your current role but also unlock new career opportunities in the rapidly evolving field of people analytics.

Duration	16 Hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to HR Analytics and Excel Fundamentals

- Understanding HR Analytics: Concepts and Importance
- Key HR Metrics, KPIs, and the HRM Language
- Data Collection, Ethics, and Privacy in HR
- Navigating Microsoft Excel for HR Data
- Basic Excel Functions for HR (SUM, AVERAGE, COUNT, MAX, MIN)

02 Module 2: Mastering HR Data Management in Excel

- Data Cleaning, Validation, and Standardization Techniques
- Using Advanced Formulas (IF, Nested IF, AND, OR, CONCATENATE)
- Lookup Functions (VLOOKUP, HLOOKUP, INDEX-MATCH) for HR Datasets
- Working with Text Functions for HR Information
- Conditional Formatting and Data Filtering for Insights

03 Module 3: HR Data Analysis and Reporting with Excel

- Introduction to PivotTables and PivotCharts for HR Reporting
- Analyzing Workforce Demographics, Recruitment, and Attrition Data
- Calculating and Interpreting Compensation and Benefits Metrics
- Employee Performance and Engagement Data Analysis

- Building Dynamic HR Reports with Slicers and Timelines

04 Module 4: Visualizing HR Insights and Dashboard Creation

- Principles of Effective HR Data Visualization
- Creating Professional Charts and Graphs for HR Reports
- Designing Interactive HR Dashboards in Excel
- Storytelling with HR Data: Presenting Insights Effectively
- Case Studies: Applying Analytics to Real-World HR Scenarios

05 Module 5: Advanced Excel Techniques for Strategic HR Analytics

- Introduction to 'What-If' Analysis (Goal Seek, Scenario Manager)
- Basic Statistical Functions in Excel for HR Data
- Automating Repetitive HR Tasks with Macros (VBA Introduction)
- Forecasting HR Trends (e.g., Attrition, Workforce Needs)
- Integrating External Data Sources for Holistic HR Analysis

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **HR Data Analyst**
- > **People Analytics Specialist**
- > **Strategic HR Business Partner (with an analytical focus)**

FREQUENTLY ASKED QUESTIONS

Q: What specific types of HR data will I learn to analyze in this course, and how will it directly impact HR decision-making?

This course focuses on practical analysis of core HR data points including workforce demographics, recruitment metrics (cost-per-hire, time-to-fill), employee performance ratings, compensation structures, benefits utilization, training effectiveness, employee engagement scores, and attrition rates. You will learn to identify trends, forecast outcomes, and quantify the impact of HR initiatives, directly enabling you to make data-backed recommendations on talent acquisition, retention strategies, compensation adjustments, and overall workforce planning, moving beyond gut feelings to evidence-based HR.

Q: Is prior experience with Microsoft Excel required, or does this course cover foundational Excel skills relevant to HR analytics?

While this course is designed for an intermediate level, a basic familiarity with Microsoft Excel is beneficial. We will start with a quick review of essential Excel functionalities and quickly move into advanced techniques tailored for HR data. The curriculum specifically covers data cleaning, formulas (VLOOKUP, INDEX-MATCH), PivotTables, and charting, all within the context of HR datasets. So, even if your Excel skills are not extensive, you will gain a strong foundation and specialized application knowledge relevant to HR analytics.

Q: How does this course specifically bridge the gap between technical Excel skills and the strategic understanding of Human Resource Management (HRM) metrics and language?

This course is meticulously designed to merge robust Excel analytical skills with a deep understanding of HRM principles

and 'language.' Each technical Excel concept is taught using realistic HR scenarios and data, ensuring that you not only learn *how* to use a function but also *why* it's relevant for calculating and interpreting specific HR metrics like employee turnover, recruitment efficiency, or training ROI. You will learn to translate complex HR data into meaningful business insights, allowing you to confidently communicate the strategic value of HR to non-HR stakeholders and influence organizational decisions with data-driven narratives, effectively speaking both the 'Excel' and 'HRM' languages.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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