



HR Analyst Training Curriculum

STRUCTURE



HR Analyst Training Curriculum

“Become a savvy HR leader and learn the applications of HR analyst to find a statistical solution to organizational problems.”

Course Objectives:

- Get the skills to analyze large HR data sets and build custom dashboards to support data-driven people-decisions.
- Become comfortable in working on HR data and become a data scientist in no time.
- Learn practical skills that you can apply directly in your work.
- Learn everything from extracting, cleaning, and analyzing HR data, to building your own custom HR dashboard.
- Unlock the full potential of your organization's HR data by becoming an HR Data Analyst and learning practical data analysis skills.

Course Description:

Learn how to take a data-driven approach to manage people at work and make better decisions. With our Human Resource Data Analytics course, you'll be able to develop an in-depth understanding of how HRs at cutting-edge companies use sophisticated data analysis to make better decisions on matters like recruitment, performance evaluation, leadership, hiring and promotion, job design, compensation, and collaboration.

The course will teach you how to conduct basic data cleaning and analysis with datasets using Microsoft Excel. You will learn to extract, merge, clean and analyze (large) datasets using this powerful analytics tool and make smarter HR decisions.

All the best for a new beginning and successful career ahead!

Course Content:

Module 1: Sneak Peek to the Human Resource Analytics

- The World of Human Resource (HR)
- Discovering the Key HR Processes
- Human Resource
- HR Analytics - The New Buzz Word
- Classifying HR Data
- Different Levels of Reporting
- Moving from Operational Reporting to Predictive Analytics
- Getting Started with Analytics
- Human Resource Analytics
- Demonstrating the Installation of Analytical Tool pack in Excel Human Resource

Module 2: Analysing the Attrition Using Descriptive Statistics

- Discovering Descriptive Statistics
- Demonstrating Descriptive Statistics Using Excel
- Descriptive Statistics
- Preparing the Management Information System for Attrition Management

- Demonstrating the Attrition Analysis Using Excel
- Analysing the Attrition Using Descriptive Statistics

Module 3: Projecting the Future Job Performance Using Associative Statistics

- Discovering Associative Statistics
- Demonstrating Associative Statistics Using Excel
- Associative Statistics
- Projecting the Performance of New Employee
- Demonstrating the Projection of Employee Performance Using Excel
- Projecting the Future Job Performance Using Associative Statistics

Module 4: Predicting the Appraisal on Performance Using Inferential Statistics

- Discovering Inferential Statistics
- Demonstrating Inferential Statistics Using Excel
- Inferential Statistics
- Analysing Appraisal on Performance
- Demonstrating the Appraisal Analysis Using Excel
- Predicting the Appraisal on Performance Using Inferential Statistics

Module 5: Predicting the HR Cost Using Time Series

- Discovering Predictive Statistics - Time Series
- Demonstrating Predictive Statistics - Time Series Using Excel
- Time Series
- Predicting Cost for Future Planning
- Demonstrating the HR Cost Prediction Using Excel
- Predicting the HR Cost Using Time Series

Module 6: Predicting Employee Salary Using Linear Regression

- Discovering Predictive Statistics - Linear Regression
- Demonstrating Linear Regression Using Excel
- Linear Regression
- Predicting the Possible Value of Employee Salary
- Demonstrating the Possible Value of Employee Salary Using Excel
- Predicting Employee Salary Using Linear Regression

Module 7: Predicting the Probability of Attrition Using Logistic Regression

- Discovering Predictive Statistics - Logistic Regression
- Demonstrating Logistic Regression Using Excel
- Logistic Regression
- Predicting the Probability of Attrition
- Demonstrating the Prediction of the Probability of Attrition Using Excel
- Predicting the Probability of Attrition Using Logistic Regression

Module 8: Placement Guide

- What is an Interview?
- Tips to clear an Interview
- Common Interview questions and answers
- HR Analytics Interview Questions and Answers
- Resume Building Guide
- Career roadmap and certifications
- Attempt for related Global Certification Exam, if any
- Start applying for Jobs