

**MALAYSIA
HR FORUM**



HR ANALYTICS

Data Driven Improvement & Decision Making

RM 2,800



Fully HRDC Claimable

**MALAYSIA HR FORUM ACADEMY
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,
JALAN YONG SHOOK LIN, 46050 PETALING JAYA**

Sophie: 010-861 1851 | sophie@malaysiahrforum.com | malaysiahrforum.com



MODULE OVERVIEW

This 2-day workshop is designed to provide HR professionals with essential skills and knowledge to leverage HR analytics for improved decision making and organisational performance.

Participants will engage in practical exercises to analyse HR data and develop strategic insights. Participants will also gain a thorough understanding of HR analytics and practical skills to apply data-driven approaches, enhancing HR functions and aligning with business strategies.

TARGETED PARTICIPANTS

This course is intended for employees in Human Resources (HR) who are tasked with providing data driven analytics using employee data. This can be especially beneficial to those managing the portfolio of Compensation and Benefits – Junior C&B Professionals, HR Executives and Managers.

LEARNING OUTCOME

Upon completion of the program, participants will be able to:

- Confidently identify the type of data needed and how to integrate data to make holistic human resources (HR) decisions
- Understand the importance of an accurate payroll data and how to create a more equitable pay within the organization
- Understand how to create meaningful KPI metrics and drive employee performance using data-driven insights
- Partner with the business to foster continuous improvement in employee performance driven by objective data

METHOD OF TRAINING

The course will be conducted in an interactive learning mode to encourage active learning among the participants. Methods of training used include group discussions, slides presentation, assessments, individual assignment, games and opportunity for self-reflection and action planning.



LEARNING OBJECTIVES

- Understand the importance of accuracy in managing data for payroll management
- Derive meaningful information about workforce demography
- Learn to identify meaningful metrics from an employee lifecycle framework to analyze the data derived
- How to utilize employee data for strategic HR decision-making.

DURATION

2 Days



CONTENTS DAY 1 ····

9 am – 5 pm

Module 1: Understanding and Addressing Common Challenges in Managing HR Data

Interactive Session:

- Understanding data integrity, purposeful data collection methods and data organisation.
- Group discussion on real-world challenges and solutions

Module 2: Using payroll data for employee lifecycle analysis

- Basic understanding of employee lifecycle and managing data from different sources
- Identify pay discrepancies and ensure fair compensation using payroll data
- Analyze salaries and benchmark against industry standards (using dummy data)

Interactive Activity

- Hands-on exercise with payroll data analysis & market data benchmark

Module 3: Manpower Analysis and Attrition

- Metrics to measure from employee data gathered
- Understanding attrition rate and identify how to analyze trends/ patterns
- Identify reasons for employee turnover & how to manage them

Interactive Activity:

- Group discussion on attrition challenges
- Hands-on exercise with attrition data

Q&A and Wrap-Up of Day 1

CONTENTS DAY 2 ····

9 am – 5 pm

Recap and Review of Day 1

Module 4: Performance Appraisal (Part 1)

- Create Metrics for performance appraisal: Key Performance Indicators (KPIs) and Objectives and Key Results (OKRs)
- Explore data collection methods for performance metrics
- Identify high performers and areas needing improvement using performance data.

Interactive Session:

- Case study on using performance data for employee development

Module 5: Learning & Development: ROI

- Explore data that can be collected measuring training outcomes
- Evaluate the ROI of training programs using Jack Philips Model (Cost-benefit analysis)

Interactive Session:

- Case study on calculating the ROI of a training program

Module 6: Creating basic HR Dashboard Using the Payroll Data from Day 1

Q&A and Wrap-Up of Day 2