BLACKBiRD
FOR TRAINING

Dashboard Modeling for HR Professionals

Geneva (Switzerland)

17 - 21 November 2025

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Dashboard Modeling for HR Professionals

Introduction

This training on Dashboard Modeling for HR Professionals will address features of Microsoft Excel to turn the data in a meaningful way.

To consolidate and analyze personnel talent, you will have an overall picture of your company personnel talent and know-how to plan your spending next year. This training focuses on HR-related Dashboard and Report usage.

We live in a world that's drowning in data. Using this data effectively helps in gaining a competitive advantage. However, it's no longer sufficient to use a multiple-page spreadsheet to present findings about the data.

Course Objectives

- Fundamental understanding of data visualization concepts, principles and best practices, and dashboard modeling.
- Basic analytical approach to mine the people data and gain valuable insights.
- Ability to turn plain and uninspiring information into smart, effective visualizations that powerfully convey ideas.
- Hands-on experience in building interactive dashboards e.g. Head Count, Training, Performance Indicators, Individual Records.
- Advance techniques in MS Excel to automate certain tasks, ultimately, saving loads of time. allowing to go home early.
- Import and model data in Excel.
- Create interactive control for a dynamic Dashboard.

Course Outlines

Day 1: Introduce Excel Dashboard and Report

- What are Dashboards and Reports?
- Dashboard Design Principles at a Glance.
- Tabular Report Techniques.
- Table Design Best Practices.
- Enhance Report with Custom Number and Conditional Formatting.
- Use Symbols to enhance the report.
- Build a dashboard with the Camera tool.
- Introduce Sparkline.
- Customize Sparkline.

Day 2: The chart on the Dashboard

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- Chart for Trending Techniques.
- Top and Bottom Ranking and Emphasizing.
- Relationship and Frequency Tracking Histograms.
- Variance or Performance Chart.
- Bullet Graphs.
- Dynamic Labels and Text Formulas.

Day 3: Data Model for Dashboard

- Build a Data Model.
- Data Model Best Practices.
- Internal Data Model Overview.
- Integrate External Data.
- Power Query Overview.

Day 4: PivotTable Driven and PowerView Dashboards

- PivotTable Driven Dashboards.
- PowerView Dashboard.
- Animate Data on Map.

Day 5: Interactive Controls

- Introduce Form Controls.
- Check Boxes for the Toggling chart series on/off.
- Option Buttons for showing views on the chart.
- Buttons.
- List Boxes for controlling multiple charts.
- Combo Box for Changing chart data.

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