

## Dashboard Modeling for HR Professionals

*Amman (Jordan)*

*5 - 9 January 2025*

UK Training

**PARTNER**



## Dashboard Modeling for HR Professionals

Code: HR28 From: 5 - 9 January 2025 City: Amman (Jordan) Fees: 3300 Pound

### 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

The logo for UK Training Partner features the text 'UK Training' in a smaller, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned over a background of a chessboard with several chess pieces (a king, a pawn, and a knight) and a series of concentric white circles radiating from the center.

- 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.



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### Africa



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training  
**PARTNER**



## Blackbird Training Cities

### Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



**BLACKBIRD**  
FOR TRAINING

 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

