

HR Skills: Using Tools and Metrics

Cape Town (South Africa)

2 - 6 June 2025

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Code: HR28 From: 2 - 6 June 2025 City: Cape Town (South Africa) Fees: 3700 Pound

Introduction

HR Analytics is the use of people-data in analytical processes to drive organisational success by evaluating and designing better systems and solving business problems. Critically, it enables evidence-based decisions to be made using data collected and synthesized from a variety of sources both within and outside the organisation. HR analytics uses people-data, collected by HR systems and business information systems within the context of the operating environment. At its core, HR analytics enables HR professionals and the organisation to gain insights into the performance of the workforce so that the investment in the "human capital" brings improved performance, and higher productivity and guarantees the organisation is ahead of the competition.

HR analytics enables HR and the major stakeholders to measure and report on workforce performance, well-being, productivity, innovation, and alignment. Additionally, analytics allows HR teams to demonstrate the impact that HR policies and processes have on the workforce and organisational performance and is used to demonstrate ROI and SROI investment for HR activity. Line managers are increasingly interested in how to manage their teams more effectively; HR concepts and analytics demonstrate how to evaluate and improve people and business performance.

Training Objectives of HR Skills: Using Tools and Metrics

- Appreciate the role of analytics in understanding behaviour and performance
- Conduct detailed analysis assessments
- Generate decisions based on evidence rather than opinion
- Define the principles of organisational change
- Utilise a range of assessment tools to improve organisational performance

HR Skills: Using Tools and Metrics Training Outlines

Day 1

Overview of Analytics, Strategy & HR's Role

- The rationale for an evidence-based approach
- Data, information, and insights
- Defining analytics and predictive analytics
- Strategic HR versus Personnel Management
- HR's contribution to strategy
- Human Capital Approach

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 2

HR Tools and Methods

- Quantitative vs. Qualitative data
- Rational problem analysis and models of decision-making
- Measures of HR effectiveness, efficiency, and impact
- Methods of data capture and benchmarking
- Employee Self- assessment and self-report measures
- Electronic workforce surveillance & analytics

Day 3

Driving Organisational Change

- Understanding the cultural context
- Dynamic nature of business, environment & technology driving change
- Theories of organisation change and how to use them
- Enablers and impediments to change
- Resistance to change
- Implementing strategic change

Day 4

Putting HR Metrics and Analytics into Action

- The Balanced Scorecard
- Human Resource Planning
- Recruitment Analytics
- Succession Planning & Talent Management
- Absence management
- Skills analysis and training needs analysis

Day 5

Metrics and Analytics for Improving Employee Performance

- Performance Management
- Employee Motivation
- Engagement
- Empowerment and Accountability
- Conclusion and Action Planning

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