



HR ANALYTICS

Data Driven Improvement & Decision Making

WE ARE
Online 

JUNE 2025 | 9AM-5PM
MODE: VIRTUAL

RM 2,400



100% HRDC Claimable



MODULE OVERVIEW

This 2-day workshop provides 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, particularly those managing the portfolio of Compensation and Benefits - Junior C&B Professionals, HR Executives and Managers who embarking into the C&B function as a specialisation.

LEARNING OUTCOMES

To equip HR professionals with the skills and knowledge to leverage data-driven insights for optimising salary structures, workforce composition, performance management, and learning and development (L&D) strategies, ensuring equity, compliance, and improved organisational outcomes.

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

At the end of this course, participants will be able to:

- Analyse salary and payroll data to ensure compliance with regulations and promote equitable compensation.
- Evaluate workforce composition and turnover trends to identify and address attrition challenges.
- Develop strategies to enhance employee performance and reduce attrition through data-driven insights.
- Design predictive models to forecast performance improvement and foster continuous development.
- Implement continuous feedback mechanisms to drive employee engagement and performance.
- Assess the effectiveness and return on investment (ROI) of L&D programmes to enhance their strategic impact.
- Integrate data from salary, manpower, performance, and L&D for informed and holistic HR decision-making.

DURATION

2 Days



CONTENTS DAY 1

9 am - 5 pm

Module 1: Salary & Payroll Data

- Collect and organise payroll data
- Analyze salary structures and benchmark against industry standards (using dummy data)
- Identify pay discrepancies and ensure fair compensation using payroll data

Interactive Activity

- Case study on resolving pay disparities
- Hands-on exercise with payroll data analysis

Module 2: Manpower Analysis and Attrition

- Collect and analyse headcount data
- Calculate attrition rate and trend analysis
- Identify reasons for employee turnover through exit interviews and surveys
- Predictive analytics for workforce planning

Interactive Activity:

- Group discussion on attrition challenges
- Hands-on exercise with attrition data and predictive modelling

Module 3: 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
- Analyse performance data to identify high performers and areas needing improvement

Interactive Session:

- Role-playing performance review meetings
- Case study on using performance data for employee development

Module 3: Performance Appraisal (Part 2)

- Leverage on performance data for predictive analytics
- Create continuous improvement plans
- Implement 360-degree feedback systems

CONTENTS DAY 2 ∴∴∴

9 am – 5 pm

Interactive Session:

- Building a predictive model for performance
- Group exercise on designing a continuous feedback process

Module 4: Learning & Development: ROI

- Collect data on training participation and outcomes
- Evaluate the ROI of training programs using Kirkpatrick's Four

Levels of Evaluation

- Use data to tailor L&D programmes to organisational needs

Interactive Session:

- Case study on calculating the ROI of a training programme
- Group exercise on designing data-driven L&D strategies

Module 5: Integrated Data-Driven Decision-Making Using Data:

- Combining data sets for comprehensive insights
- Developing integrated dashboards and reports
- Using data to support strategic HR decisions

Interactive Session:

- Hands-on exercise with integrating different HR data sets
- Creating a sample dashboard

Module 6: Addressing Common Challenges in HR Data Utilization Interactive Session:

- Group discussion on real-world challenges and solutions
- Developing action plans for improved data utilisation

Case Study Analysis and Group Presentations

- Participants work in groups to analyse a comprehensive HR case study
- Groups present their findings and solutions using the data-driven approaches discussed