MALAYSIA HR FORUM

ADVANCED HUMAN RESOURCES REPORTING
DECISION MAKING USING EXCEL

2025 | 9:00 AM to 5.00 PM

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

TRAINING FEE: **RM 2,600**

REGISTERED HRDCORP TRAINING PROVIDER

HRDCORP CLAIMABLE

Palani Murugappan

Advanced Human Resources Reporting for Decision Making Using Excel

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Target Audience

This course is designed specifically for:

- HR Professionals: HR Analysts, HR Executives, and HR Managers who need to present HR metrics and insights to leadership and other stakeholders.
- Compensation and Benefits Specialists responsible for managing payroll data and deriving insights from it.
- Performance and Talent Management professionals who want to track and report on employee performance, learning, and development.
- HR Operations personnel who need to create, present, and manage HR reports and dashboards to facilitate better decision-making.

Learning Outcome

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

- Design and develop interactive HR dashboards using Excel, providing a holistic view of critical HR metrics.
- Use Excel functions and features (e.g., Tables, PivotTables, Slicers, Filters) to aggregate, filter, and visualize HR data.
- Produce HR reports that track performance, payroll trends, turnover rates, and training effectiveness.
- Implement dynamic and user-friendly dashboards that can be updated automatically with new data, making them valuable tools for HR decision-making.
- Improve their ability to analyze HR data and derive insights that inform strategic HR decisions.

Pre-requisite

A basic understanding of Excel functions, data formatting, and HR data concepts is recommended. This course is ideal for those looking to refine their data visualization and HR reporting skills.

Learning Objectives

- By the end of this course, participants will be able to:
- Understand the fundamentals of Excel dashboards - Learn how to create meaningful HR dashboards that represent key HR metrics using only Excel's functions and features.
- Develop interactive HR dashboards - Build dashboards that allow for real-time data exploration, including tables, slicers and filters for dynamic reporting.
- Leverage Excel functions for HR analytics - Gain proficiency in advanced Excel functions such as VLOOKUP, SUMIFS, and COUNTIFS, specifically for HR data analysis.
- Analyze and visualize HR data - Learn to visualize HR data such as employee performance, payroll, attrition, and training ROI in a clear, insightful manner.
- Create a comprehensive HR dashboard - Combine multiple data sets and metrics into a single, interactive HR dashboard that supports strategic decision-making.

Advanced Human Resources Reporting for Decision Making Using Excel

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DAY 1: INTRODUCTION TO EXCEL DASHBOARDS & DATA INTEGRATION

01 Introduction to Excel Dashboards

- What is a dashboard, and why is it crucial for HR?
- Key principles of HR dashboard design: Simplicity, Clarity, and Interactivity.
- The role of dashboards in HR analytics: Tracking employee performance, payroll, turnover, etc.

02 Setting Up Your Data for Dashboard Creation

- Data Cleansing techniques to ensure the right data is captured.
- Custom Formatting of data.
- Structuring HR data effectively for dashboard creation in Excel.
- Linking and consolidating multiple HR data sources (e.g., employee data, payroll, performance data) using VLOOKUP and INDEX/MATCH functions.

03 Visualizing HR Data with Charts

- Types of charts in Excel that are effective for HR data (Pie, Column, Bar, Line, Bubble, Combo charts).
- Conversion of charts into elements of infographics.
- Choosing the right chart to represent different HR metrics (salary, performance trends, attrition).
- Applying logical functions to highlight specific conditions of charts.
- Using Conditional Formatting to highlight key trends and insights visually.

04 Applying Filters, Slicers and Tables

- Using Filters to focus on subsets of HR data (e.g., salary by department, performance by team).
- Conversion of data range to a Table to organize data.
- Incorporating SUBTOTAL function for table analysis.
- Simplifying data from Table to create links to shapes.
- Adding Slicers to Filters and charts for interactive data exploration.
- Using slicers to dynamically filter HR data in a user-friendly way.

DAY 2: ADVANCED DASHBOARD TECHNIQUES & INTERACTIVITY

05 Using PivotTables for Data Analysis

- Introduction to PivotTables: How to aggregate and summarize HR data.
- Creating PivotTables to track key HR metrics like employee headcount, salary distribution, and turnover rate.
- Customizing PivotTables to analyze trends and uncover actionable insights.
- Adding Slicers to PivotTables and charts for interactive data exploration.
- Using slicers to dynamically filter HR data in a user-friendly way.

06 Creating Interactive Dashboards

- Introduction to building interactive dashboards in Excel: Enhancing user experience with slicers and filters.
- Using drop-down menus (Data Validation) to allow users to select different metrics, departments, or time periods.
- Combining multiple slicers to enable multi-dimensional filtering.

07   Advanced Excel Functions for Dashboarding

- Using SUMIFS, COUNTIFS, and AVERAGEIFS for detailed, multi-criteria data analysis.
- Adding IF, AND, and OR functions to include logic in your HR dashboards (e.g., flagging high performers, identifying employees at risk of turnover).
- Using Form Control options within Developer Tab.
- Creating dynamic named ranges to ensure your dashboard updates automatically when new data is added.

08   Designing and Finalizing Your HR Dashboard

- Best practices for finalizing and optimizing an HR dashboard for clarity and impact.
- Ensuring your dashboard is user-friendly, simple to navigate, and visually appealing.
- Sharing your dashboards: Tips for presenting to stakeholders and business leaders.

Trainer's Profile

Palani Murugappan

Meet Palani Murugappan, also known as The Interpreter, a dynamic trainer and seasoned expert who has spent over 25 years transforming raw data into actionable insights. A PSMB/HRDF certified trainer, Palani's unique approach is built on his proprietary VERIIFY™ technique, a powerful methodology for turning raw data into structured information. VERIIFY™ stands for Validate, Encapsulate and Rationalize raw data in Identifying Information for Future Yield, helping individuals and organizations unlock the true potential of their data for future success.

Throughout his career, Palani has had the privilege of empowering professionals across a wide range of industries, helping them sharpen their skills in data analysis and reporting. Here's a snapshot of how he's made a difference:

- Sales & Marketing Teams: Helping them predict future sales trends with accurate data analysis.
- Human Resources: Guiding HR professionals to create effective KPIs from employee data, as well as setting up efficient payroll systems for small and medium-sized businesses.
- Finance Departments: Teaching financial professionals how to perform "What-If" analysis for better decision-making.
- Production Teams: Assisting in scenario planning, especially for fluctuations in raw material costs.
- Medical Professionals: Improving the ability to analyze lab results, patient profiles, and other medical data for better patient care.
- General Employees: Enhancing reporting and presentation skills, ensuring that data is communicated effectively to stakeholders.

If you're eager to make sense of the data around you, whether to identify cost-cutting opportunities, improve business processes, or stay ahead of your colleagues by mastering data interpretation. Palani, The Interpreter, will guide you every step of the way. His expertise lies in mapping data into intuitive, actionable formats using tools like Microsoft Excel, making it accessible and meaningful for any professional, regardless of their technical background.

Trainer's Profile

Why Microsoft Excel?

Excel is the most widely used spreadsheet tool in the business world, yet many people only scratch the surface of its capabilities. Palani is here to show you how to tap into the full power of Excel, demonstrating how to extract, analyze, and visualize data in ways that can transform your work and help you stand out in your career.

A Trusted Industry Expert

Palani's broad industry experience and thought leadership have earned him the respect of professionals at all levels of management. He has contributed articles to prominent business magazines and authored an impressive collection of 51 books, sharing his knowledge on data analysis and process optimization.

His ability to communicate complex concepts in a clear and engaging manner has made him a sought-after speaker, including in regions like the Middle East (Oman).

Academic Credentials

Palani holds an MBA in Electronic Commerce from Charles Sturt University, Australia. With his vast knowledge, practical experience, and passion for helping others, Palani is the ideal guide for anyone looking to master the art of data analysis and reporting.

Join Palani, The Interpreter, and gain the skills to harness the power of data in your organization, turning raw numbers into valuable insights that drive success!