MALAYSIA HR FORUM

HR ANALYTICS
Data Driven Improvement & Decision Making

RM 2,600

REGISTERED HRD CORP TRAINING PROVIDER

HRD CORP CLAIMABLE

Fully HRDC Claimable

2025 | 9 am - 5 pm

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

MODULE
OVERVIEW

This 2-day workshop is designed to provide HR professionals with essential skills and knowledge to leverage HR analytics for improved decision making and organizational performance.

Participants will engage in practical exercises to analyses 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 specialization.

LEARNING
OUTCOME

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

- Analyze 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 programs to enhance their strategic impact.
- Integrate data from salary, manpower, performance, and L&D for informed and holistic HR decision-making.

DURATION

2 Days

9 am - 5 pm

Module 1: Salary & Payroll Data
- Collect and organize 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 analyze 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 modeling

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
- Analyze 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 programs to organizational needs

Interactive Session:
- Case study on calculating the ROI of a training program
- 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 utilization

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