

# HR MANAGEMENT AND ANALYTICS



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TRAINING CENTER



## Introduction

The HR Management and Analytics Training Course equips professionals with modern strategies to manage people and interpret workforce data effectively. Organizations increasingly rely on data-driven decisions to attract, develop, and retain talent. This course blends core human resources principles with practical analytics techniques, helping participants move beyond intuition toward evidence-based people management. Furthermore, it covers workforce planning, performance measurement, and predictive analytics tools that shape modern HR strategy. Participants will explore real HR metrics, dashboards, and reporting frameworks used by leading organizations. As a result, learners gain confidence in translating raw employee data into actionable insights. This program suits HR professionals seeking to strengthen both their strategic and analytical capabilities.

## HR Management and Analytics Course Objectives

- Apply core HR management principles to workforce planning and talent strategy
- Use HR analytics tools such as Excel, Power BI, and HRIS dashboards to interpret data
- Build key HR metrics including turnover rate, time-to-hire, and employee engagement scores
- Design data-driven performance management systems aligned with organizational goals
- Apply predictive analytics techniques to forecast staffing needs and attrition risks
- Develop compensation and benefits analysis using benchmarking data
- Create HR dashboards and scorecards for strategic reporting
- Apply the HR Balanced Scorecard framework to align HR outcomes with business objectives
- Evaluate recruitment and retention strategies through data visualization methods
- Strengthen decision-making by integrating HR analytics into workforce planning



## Course Methodology

- Interactive workshops combining HR theory with analytics case studies
- Hands-on exercises using HR dashboards, spreadsheets, and sample datasets
- Group discussions analyzing real-world HR metrics and scorecards
- Practical simulations for workforce forecasting and turnover analysis
- Expert-led sessions on HRIS tools and data visualization techniques
- Continuous feedback through applied exercises and peer review

## Who Should Take This Course

- HR managers and officers
- Talent acquisition and recruitment specialists
- Compensation and benefits analysts
- Workforce planning professionals
- HR business partners
- Organizational development specialists
- Department heads overseeing HR functions
- Professionals transitioning into HR analytics roles

## HR Management and Analytics Course Outlines

### Day 1: Foundations of HR Management and Analytics

- Overview of strategic human resource management
- Role of analytics in modern HR decision-making
- Key HR metrics and terminology

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- Introduction to HRIS systems and data sources
- Aligning HR strategy with business objectives
- Data quality and governance in HR
- Case study: analytics-driven HR transformation

## Day 2: Workforce Planning and Talent Analytics

- Workforce demand and supply forecasting
- Talent acquisition metrics and funnel analysis
- Time-to-hire and cost-per-hire calculations
- Succession planning using predictive models
- Skills gap analysis techniques
- Building a talent pipeline dashboard
- Practical exercise: forecasting staffing needs

## Day 3: Performance and Engagement Analytics

- Designing data-driven performance management systems
- Employee engagement survey analysis
- Turnover and retention rate calculations
- Identifying attrition risk indicators
- Linking performance data to business outcomes
- Using the HR Balanced Scorecard framework
- Group activity: building a performance dashboard

## Day 4: Compensation, Benefits, and HR Reporting

- Compensation benchmarking and pay equity analysis



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- Benefits utilization and cost analysis
- Building HR scorecards for leadership reporting
- Data visualization techniques for HR reports
- Introduction to Power BI and Excel dashboards for HR
- Presenting HR insights to stakeholders
- Case study: compensation analytics in practice

## Day 5: Predictive Analytics and Strategic HR Decisions

- Predictive analytics fundamentals for HR
- Building attrition and retention prediction models
- Ethical considerations in HR data use
- Integrating analytics into HR strategy
- Change management for analytics adoption
- Final project: developing an HR analytics action plan
- Course review and closing discussion

## Conclusion

By successfully completing the HR Management and Analytics Training Course, participants will have acquired practical skills in workforce planning, performance analytics, and data-driven decision-making. They will understand how to build HR dashboards, interpret key metrics, and apply predictive tools to support strategic talent management. In addition, participants will strengthen their ability to align HR functions with organizational goals through evidence-based insights. Gentex Training Center equips learners with the analytical mindset needed to lead modern, data-informed HR departments.





## FAQs

### Q1 What is the "HR Management and Analytics" course about?

This course teaches professionals how to combine core human resources principles with data analytics techniques. Participants learn to interpret workforce data, build HR dashboards, and apply predictive models to support strategic talent management and improve organizational decision-making.

### Q2 What are the key benefits of the "HR Management and Analytics" course?

Participants gain the ability to make evidence-based HR decisions, reduce turnover through predictive insights, and present workforce data effectively to leadership. Furthermore, they strengthen their strategic value within their organizations by aligning HR practices with measurable outcomes.

### Q3 What skills will I gain from the "HR Management and Analytics" course?

Learners develop skills in workforce planning, HR data analysis, predictive analytics, and performance dashboard design. These skills allow participants to convert raw HR data into actionable strategies that support recruitment, retention, and performance management.



## Q4 What tools, methods, or standards are covered in the "HR Management and Analytics" course?

The course covers HRIS systems, Excel and Power BI dashboards, the HR Balanced Scorecard framework, turnover and engagement metrics, and predictive modeling techniques. These tools help participants build reliable, data-driven HR reporting systems.

## Q5 How is the "HR Management and Analytics" course applied in real-world practice?

Participants apply analytics to forecast staffing needs, identify attrition risks, and design compensation strategies using real datasets. As a result, they can immediately use dashboards and metrics learned in class to support HR decisions in their own organizations.