

# **HR PERFORMANCE INDICATORS AND DASHBOARD DEVELOPMENT**



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## Introduction

Human Resources leaders need reliable data to guide decisions on hiring, retention, and workforce planning. This HR Performance Indicators and Dashboard Development Training Course teaches participants how to select meaningful HR metrics and turn them into clear, actionable dashboards. Attendees learn how to define key performance indicators (KPIs) that reflect real business priorities, rather than tracking numbers for their own sake. Furthermore, the course covers dashboard design principles, data visualization techniques, and reporting cadences that keep stakeholders informed. As a result, participants gain the confidence to present HR data in ways that influence strategic conversations. The course combines analytical thinking with practical tool skills, helping HR professionals move from routine reporting to genuine workforce insight.

## HR Performance Indicators and Dashboard Development Course Objectives

- Define HR KPIs aligned with organizational strategy
- Differentiate between lagging and leading indicators
- Apply the Balanced Scorecard framework to HR metrics
- Build dashboards using Power BI and Excel tools
- Design visualizations that communicate data clearly
- Calculate turnover, retention, and time-to-hire metrics
- Use headcount and workforce planning indicators
- Establish data governance standards for HR reporting
- Create automated reporting workflows and refresh cycles
- Present HR data insights to senior stakeholders

## Course Methodology



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- Hands-on workshops building live HR dashboards
- Case studies analyzing real workforce metrics
- Guided exercises in Power BI and Excel dashboard tools
- Group discussions on KPI selection and prioritization
- Templates for HR scorecards and reporting cycles
- Peer review of dashboard design and clarity

## Who Should Take This Course

- HR Analysts and HR Business Partners
- Workforce Planning and People Analytics professionals
- HR Managers overseeing reporting functions
- Compensation and Talent Management specialists
- Operations and Finance staff working with HR data

## HR Performance Indicators and Dashboard Development Course Outlines

### Day 1: Foundations of HR Metrics and KPIs

- Difference between HR metrics and KPIs
- Aligning HR KPIs with organizational strategy
- Understanding lagging versus leading indicators
- Overview of the Balanced Scorecard framework
- Common pitfalls in HR metric selection
- Introduction to data sources for HR reporting
- Setting baseline benchmarks for comparison





## Day 2: Core Workforce Metrics

- Calculating turnover and retention rates
- Measuring time-to-hire and cost-per-hire
- Tracking absenteeism and productivity indicators
- Headcount planning and workforce forecasting metrics
- Diversity, equity, and inclusion (DEI) indicators
- Employee engagement and satisfaction scores
- Linking metrics to business outcomes

## Day 3: Dashboard Design Principles

- Fundamentals of effective data visualization
- Choosing the right chart types for HR data
- Structuring dashboards for different audiences
- Applying color, layout, and hierarchy principles
- Avoiding common dashboard design mistakes
- Designing for mobile and executive summary views
- Reviewing dashboard examples and best practices

## Day 4: Building Dashboards with Tools

- Introduction to Power BI for HR reporting
- Building HR dashboards in Excel
- Connecting and cleaning HR data sources
- Creating interactive filters and drill-downs
- Automating data refresh and update cycles

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- Setting up alerts for metric thresholds
- Testing dashboards for accuracy and usability

## Day 5: Reporting, Governance, and Presentation

- Establishing data governance standards for HR
- Ensuring data privacy and accuracy compliance
- Structuring recurring reporting cadences
- Presenting HR insights to senior leadership
- Storytelling techniques for data-driven presentations
- Building an HR analytics roadmap
- Course review and action planning

## Conclusion

By successfully completing HR Performance Indicators and Dashboard Development, participants will have acquired practical skills in selecting relevant KPIs, designing clear dashboards, and presenting workforce data with confidence. In addition, they will understand how to apply data governance standards and align HR metrics with business strategy. This knowledge equips HR teams to move beyond routine reporting toward meaningful workforce insight. Gentex Training Center delivers this course to help HR professionals strengthen their analytical and reporting capabilities.

## FAQs





## Q1 What is the "HR Performance Indicators and Dashboard Development" course about?

This course teaches HR professionals how to select meaningful KPIs and build clear dashboards. It covers metric selection, data visualization, and reporting practices that turn workforce data into actionable insight.

## Q2 What are the key benefits of the "HR Performance Indicators and Dashboard Development" course?

Participants gain the ability to present HR data more clearly, support strategic decisions with evidence, and reduce time spent on manual reporting. As a result, HR teams gain greater influence in organizational planning.

## Q3 What skills will I gain from the "HR Performance Indicators and Dashboard Development" course?

Attendees develop skills in KPI selection, dashboard design, data visualization, and HR reporting automation using tools such as Power BI and Excel.

## Q4 What tools, methods, or standards are covered in the "HR Performance Indicators and Dashboard Development" course?

The course covers the Balanced Scorecard framework, Power BI, Excel dashboarding tools, turnover and retention formulas, and data governance standards applied to HR reporting.

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## Q5 How is the "HR Performance Indicators and Dashboard Development" course applied in real-world practice?

Graduates apply these skills by building live HR dashboards, automating recurring reports, tracking workforce KPIs, and presenting data-driven insights to leadership for strategic decision-making.

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