

HR SKILLS: USING TOOLS AND METRICS



GENTEX[®]
TRAINING CENTER



Introduction

Modern HR professionals need more than administrative knowledge; they need practical fluency in the tools and metrics that drive smart people decisions. This HR Skills: Using Tools and Metrics Training Course equips participants with hands-on capability in HR technology platforms, analytics techniques, and core workforce metrics. Attendees learn to select the right tools for recruitment, performance tracking, and reporting while building confidence in interpreting HR data. Furthermore, the course covers essential metrics such as turnover, engagement, and cost-per-hire, connecting numbers to real business decisions. As a result, participants gain practical, transferable skills that strengthen their day-to-day effectiveness. The course blends technical tool training with metric-based thinking, preparing HR professionals to work more efficiently and analytically.

HR Skills: Using Tools and Metrics Course Objectives

- Apply core HR software tools for daily operations
- Use applicant tracking systems (ATS) effectively
- Calculate turnover, retention, and absenteeism metrics
- Build simple HR reports using Excel functions
- Interpret employee engagement survey results
- Apply cost-per-hire and time-to-fill calculations
- Use HR information systems (HRIS) for record management
- Create basic data visualizations for HR reporting
- Apply benchmarking techniques to HR metrics
- Use metrics to support HR decision-making

Course Methodology

- Hands-on exercises using HR software and Excel tools

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Case studies applying real workforce metrics
- Guided practice building simple HR reports
- Group discussions on interpreting HR data
- Templates for common HR metric calculations
- Practical demonstrations of HRIS and ATS platforms

Who Should Take This Course

- HR Officers and HR Coordinators
- HR Assistants seeking stronger technical skills
- Recruitment and Talent Acquisition staff
- HR professionals transitioning into analytical roles
- Administrative staff supporting HR functions

HR Skills: Using Tools and Metrics Course Outlines

Day 1: Foundations of HR Tools and Technology

- Overview of HR technology categories and functions
- Introduction to HR information systems (HRIS)
- Understanding applicant tracking systems (ATS)
- Comparing common HR software platforms
- Setting up basic HR data structures
- Ensuring data accuracy and consistency
- Identifying tool needs based on HR function

Day 2: Core HR Metrics and Formulas



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Calculating employee turnover and retention rates
- Measuring absenteeism and attendance patterns
- Understanding time-to-fill and time-to-hire metrics
- Calculating cost-per-hire accurately
- Introducing headcount and workforce ratios
- Applying benchmarking to compare metrics
- Avoiding common metric calculation errors

Day 3: Working with Excel for HR Reporting

- Using Excel functions for HR calculations
- Building pivot tables for workforce data
- Creating simple charts for HR reports
- Organizing HR data for easy analysis
- Applying conditional formatting to highlight trends
- Automating recurring calculations with formulas
- Reviewing common Excel reporting mistakes

Day 4: Interpreting and Communicating HR Data

- Reading and interpreting employee engagement surveys
- Identifying trends within workforce data
- Translating data into clear, simple insights
- Presenting HR metrics to non-technical audiences
- Structuring effective HR reports and dashboards
- Applying storytelling techniques to HR data
- Avoiding misinterpretation of HR statistics





Day 5: Applying Tools and Metrics in Practice

- Integrating tools and metrics into daily HR tasks
- Using data to support recruitment decisions
- Applying metrics to performance management processes
- Supporting workforce planning with data insights
- Building a personal HR reporting toolkit
- Creating an action plan for ongoing skill application
- Course review and closing discussion

Conclusion

By successfully completing HR Skills: Using Tools and Metrics, participants will have acquired practical skills in using HR technology platforms, calculating core workforce metrics, and building clear reports that support decision-making. In addition, they will understand how to interpret and communicate HR data effectively to different audiences. This knowledge strengthens day-to-day HR performance and analytical confidence. Gentex Training Center delivers this course to help HR professionals build stronger technical and data-driven capabilities.

FAQs

Q1 What is the "HR Skills: Using Tools and Metrics" course about?

This course teaches HR professionals how to use HR software tools and core workforce metrics effectively. It covers HRIS platforms, ATS systems, and essential calculations that support daily HR operations.



Q2 What are the key benefits of the "HR Skills: Using Tools and Metrics" course?

Participants gain stronger technical confidence, faster reporting capabilities, and better data-driven decision-making skills. As a result, they become more efficient and valuable contributors within their HR teams.

Q3 What skills will I gain from the "HR Skills: Using Tools and Metrics" course?

Attendees develop skills in HR metric calculation, Excel-based reporting, HRIS and ATS usage, and interpreting workforce data for practical decision-making.

Q4 What tools, methods, or standards are covered in the "HR Skills: Using Tools and Metrics" course?

The course covers HR information systems (HRIS), applicant tracking systems (ATS), Excel functions and pivot tables, turnover and cost-per-hire formulas, and benchmarking techniques.

Q5 How is the "HR Skills: Using Tools and Metrics" course applied in real-world practice?

Graduates apply these skills by building HR reports, tracking recruitment and retention metrics, using HRIS platforms for record management, and presenting workforce insights to support HR decisions.