

People Analytics



19 – 21 June



Live Online Training



Only 17 Seats Available



6 CPD Points from IPM



COURSE OVERVIEW

In today's data-driven world, HR Managers need to be able to effectively use data to make informed decisions and drive innovation. This People Analytics Course is a comprehensive and industry-relevant training course that equips HR Managers with the skills and knowledge they need to succeed in this new era of business. Drive data-driven decision-making and transform your business with people data analytics skill.

Critical points to be addressed during the course:

- Definition, description and overarching goal of People Analytics
- Identify and analyse the problem to be solved and the insights needed from the data
- Refine the problem to be solved into actionable and measurable subsections
- Explore the best practices of data gathering and data cleanup
- Focus on visualizing and presenting the data to drive efficient decision-making
- Strong focus on practical application during the entire course
- Foster a culture of interrogating the data, questioning the results, and critical engagement with the outcomes



DAY 1 (Excel-based):

- Cleaning of data
- Information functions and Text functions
- Data validation and protection
- Logical functions (including nested IF statements)
- Maths functions (including SUMIF and SUBTOTAL)
- Date and time functions
- Useful tools and shortcuts
- Formula auditing and evaluating formulas

DAY 2 (Excel-based):

- Table Tools and Pivot Tables
- Dynamic Input Ranges
- Timelines and Slicers
- Functions in Array Calculations
- Lookup Functions
- Dynamic Array Functions
- Array Text Functions (such as TEXTJOIN, TEXTSPLIT, etc.)

DAY 3 (Power BI):

- Business Intelligence Workflow
- Business Intelligence Reports
- Cleaning and Manipulation of Raw Data
- Analysis of Data from Different Data Sources
- Establish Relationships between Data
- Interactive Dashboards
- Graphs and Data Visualisation
- Best Practice Tips for Power BI

The focus is on time-savers and other techniques which will improve the quality of your models. Each delegate must bring their own laptop.

End of Training Course



EXPERT TRAINER

Brief Bio

The trainer for this course is a Chartered Accountant (SA), Associate Chartered Management Accountant, Chartered Global Management Accountant, with strong academic and industry experience. She holds a Master's degree in Management Accounting and has more than nine years of lecturing experience at the University of Pretoria and North-West University respectively, for which she has received distinctive teaching awards.

As a lecturer, she specialised in Management Accounting, Costing, Financial Management and Business Strategy to students of various levels. This is besides providing business simulations, supervising research projects and external moderation and reviewing of other universities' exam papers and study guides.

She has been delivering training to both government institutions and private sector companies in similar subject areas, including Microsoft Excel, financial and business skills training, as well as consultation in fields related to financial modelling in Excel, optimising power tools in Excel and Power BI.



WHO SHOULD ATTEND

This 3-day training course is specifically designed for:

- HR Professionals seeking to enhance their skills
- Mid-level Managers transitioning into HR roles
- Senior HR Managers aiming for executive positions
- Executives tasked with managing HR departments or HR function
- Any HR Consultant looking to update their knowledge base



FREE
Apple iPad



Booking Form

#: **LM**

People Analytics Course | 19 – 21 June | Live Online Training

Please complete this form and return to: info@kapitalbiz.co.za & will confirm your booking.

Company Name:

Postal Address:

Country:

VAT Number:

Tel Number:

Cell Number:

Date:

Authorized By:

Position / Signature:

Delegates Details (*please use block capitals*)

First Name & Last Name(s)	Email Address	Designation	Cell Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			

1. Payment Terms On the return of the registration form, full payment is required within 14 working days. Payment must be received prior to the training start date. **KapitalBiz** reserves the right to refuse entry into the conference should full payment not have been received prior to this date. Cancellation will be charged under the term set out below. **2. Cancellations, No shows & Substitutions:** Cancellations received in writing more than 21 days prior to the event being held carry a 50% cancellation fee. Should cancellations be received between 21 days and the date of the event, the full training fee is payable and non – refundable. Non- payment or non-attendance does not constitute cancellation. No show will be charged the full registration fee. Cash alternatives will not be offered, however, substitutes at no extra charge are welcome. **3. Alterations to advertised package:** **KapitalBiz** reserves the right to alter this program without notice or penalty and in such situations no refunds or part – refunds or alternative offer will be made. Should **KapitalBiz** permanently cancel an event, for any reason whatsoever; the Client shall be provided a credit of the equivalent amount paid towards the cancelled event. In the case of a postponed or cancelled event, **KapitalBiz** will not be responsible for covering airfare, accommodation, or other travel cost incurred by Clients. **4. Copyright:** All intellectual property rights in the materials distributed by **KapitalBiz** in connection with this event are expressly reserved and any unauthorized duplication, publication or distribution is prohibited. **5. Program Information** indicated in brochure is for indicative purposes only. Final program details including daily schedule and topics schedule may vary. Training assessment for SAQA/NQF points purposes not included as part of training. Skills evaluation and assessment may be available through 3rd party if required.

Bank Name: Standard Bank
Bank Account: KapitalBiz Consulting Enterprise Pty Ltd
Acc. Type: Business Current Account
Acc. Number: 402197348 : **Branch Code:** 00110600
SWIFT Code: SBZA ZA JJ : **Branch Name:** Northgate

- ☐ **(A) LOCAL**
Training Fee 3 (Days) = R 17,999 + VAT
- ☐ **(B) INTERNATIONAL**
Training Fee 3 (Days) = \$ 1, 300 (Online)