



HR Analytics & Metrics Program

For Today's High Performing HR Personnel



20 – 22 May



Live Online Training



17 Seats Available



FREE Apple iPad



COURSE OVERVIEW

Of late, human capital have seen an almost unimaginable recognition as a key function of organizational success, shifting from the more traditional administrative role to become a strategic partner in business. However, in order to be progressive in this position, the HR function must develop its ability to measure how its decisions affect the organization before developing well informed HR policies to solve business problems.

This training program is an intermediate to advanced level human resources management (HRM) and development (HRD) offering, that is both unit standard-based and aligned. The program effectively blends the theory and practice of HRM metrics and data analytics with practical application tools, techniques, process models and frameworks and other ROI performance metrics.

Strategic HR Analytics and Metrics Program seeks to teach participants how they can influence organizational change around human capital activities by linking evidence-based data to strategy and performance. The training facilitators will provide participants with knowledge to help them drive business results with proven strategies that can be adopted to effectively gather data and leverage metrics and analytics in their organisations.

The sessions herein will help you attain the abilities to accurately analyse, outline, gauge, and track HR metrics that are in line with your business strategies. Learners will be capacitated to master the various HRM metrics processes and tools, and to develop a HRM Scorecard to measure the strategic and operational impact and value of the HRM function and practices. The Workshop is inclusive of practical exercises, online diagnostic surveys, and case studies.



- Make better and efficient decisions based on the data
- Understand the employee behaviour, satisfaction, and attrition pattern in specific organisation/ industry
- Formalise strategies to address issues of concern
- Learn to attract and retain quality staff
- Save organisational costs and expenses by analysing data with efficient tools
- HR managers would be able to make better and prompt decisions
- The organisation would have effective business cases for HR Interventions
- Develop and maintain the culture desired by the organisation
- Every department would have competent employees with their goals aligned to the goals of the organisation
- Employees would be able to adapt to new technologies and be updated about the market changes
- Encourage employees by building development programs that help to reach their true potential
- Incorporate innovative and progressive ideas leading to an increase in business and attract bigger and better clients.



WHO SHOULD ATTEND

This three-day online training course is suitable to a wide range of professionals but will greatly benefit:

- Chief Human Resources Officers / Chief People Officers
- Heads of HR / HR Directors / HR Executives / VPs of HR
- HR Data Analysts / HR Operations Managers
- Human Resources Managers / HR Officers
- HR Practitioners / HRD Managers
- Skills Development Facilitators and / or Training managers and other managers vested with the responsibility of people management and development.



- Defining the fundamental concepts:
 - Measures
 - Metrics
 - Analytics
 - Predictive Analytics
- Building a business case for HRM Metrics and Analytics
- Identifying and diagnosing HRM Metrics best practice and critical success factors
 - Best practice principles
 - Criticism and constraints
 - HRM Analytics maturity model
- Defining the scope of HRM/D metrics (throughout the HRM value chain)
- Understanding the strategic and business imperative of HRM/D metrics
 - Balanced Business Scorecard
 - HRM Scorecard
 - Strategy Mapping
 - Strategic Business Partnering
- HRM function/practice efficiency, effectiveness and impact indexes and related metrics (dashboard):
 - HRM planning
 - Attracting (Recruitment and selection)
 - Retaining
 - Motivating/Job satisfaction and employee engagement
 - Productivity
 - HRM processes, systems and technology (efficiency and effectiveness)
- Identifying different HRM Analytics process models
- Step 1: Identify where HRM can make a strategic impact in the organization (EXPLORATION)
- Step 2: Develop appropriate metrics around these areas (EXAMINATION)
- Step 3: Obtain data relating to relevant metrics (EXTRACTION)
- Step 4: Draw out insight from the data (EVALUATION)
- Step 5: Project and take action to communicate metrics and related insights information to provide a robust basis for strategic change and improvement (EXTRAPOLATION)
- Applying of Case Studies:
 - Google
 - Birmingham Council
- Metrics Measured by HR Analytics
 - Employee basis revenue generation
 - Cost required to train an employee
 - Training efficiency
 - Employee experience and turnover rate
 - Hiring requirement
 - Adherence and absenteeism
- Reading article: Here's what HRM must do to have the impact that CEOs want (Sullivan)



- Data Required by HR Analytics Tools
 - Internal Data
 - Employee tenure
 - Employee compensation
 - Training requirement
 - Performance appraisal
 - Competent and high performing employees
 - Disciplinary action taken on any employee
 - External Data
 - Revenue Per employee or cost of hire
 - Employee background check
 - Employee behaviour pattern in past or outside the workplace
- HR Analytics Process
 - Understanding organisational goal
 - Identifying the metrics alignment with organisational goals
 - Collecting and analysing the data
 - Chunking data to assess impact on the organisation
 - Revisiting policies and procedure to make amends
- HR Analytics Cycle
 - Building and sensitizing the teams
 - Create an analytical culture by coaching and monitoring the progress
 - Implementing HR Analytics on small projects
 - Collaborating and consulting with the legal team
 - Finalize HR analytics solutions
- Benefits of HR Analytics
 - Enable clear and competent staff hiring to achieve the goal of the organisation
 - Monitor employee behaviour and adherence
 - Improve employee performance and satisfaction
 - Reduce turnover rate
 - Introduce innovative ideas to increase employee potential
- Challenges for HR Analytics
 - Collected data needs to be properly defined and characterised
 - Gathering quality and right amount of data
 - No or lack of inclination towards usage of HR Analytical tools
 - Insufficient software and tools lead to insufficient and incomplete outcome
- Addressing the challenges of HR Analytics
 - Learn from organisations and leaders who are successfully leveraging on HR Analytics
 - Proactively anticipate what challenges you might face and identify solutions
 - Revisit policies and reinvent the wheel for organisational success
- Identifying Right tools to match your bespoke needs
 - Look at some of the widely used tools/ technologies that successful organisations use
 - Consider your budget and organisational goals to select right tool
 - Attend a demo of extensively used HR Analytics tool

End of Training: Feedback from delegates

Upon completion delegates will Earn 6 CPD Points

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

Company Name: _____

Country: _____

Postal Address: _____ Postal Code: _____

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Date: _____ Signature: _____

DELEGATES DETAILS (Please use Block Capitals)

1st delegate details:

Mr/Mrs./Ms/Dr (Name / Surname)

Job Title

Delegate E-mail *

Cell Number

2nd delegate details:

Mr/Mrs./Ms/Dr (Name / Surname)

Job Title

Delegate E-mail *

Cell Number

3rd delegate details:

Mr/Mrs./Ms/Dr (Name / Surname)

Job Title

Delegate E-mail *

Cell Number

*To enable us to confirm your booking as efficiently as possible please supply us with your e-mail address & mobile phone number

AUTHORISATION

Mr/Mrs./Ms (Name / Surname)

Job Title

Contact E-mail *

Cell Number

Signature *

Date

(This booking is not valid without a signature)

TERMS & CONDITIONS

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 conference 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 conference 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 programme 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 programme details including daily schedule and topics schedule may vary. Training assessment for SAQA/NQF points purposes not included as part of conference. Skills evaluation and assessment may be available through 3rd party if required.

TRAINING FEES

Bank Name: Standard Bank
Bank Account: KapitalBiz Consulting Enterprise Pty Ltd
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☒ Please (Tick) options

☐ (A) LOCAL

Training Fee 3 (Days) = R 17,999 Exc VAT

☐ (B) INTERNATIONAL

Training Fee 3 (Days) = \$ 1,300