

HR Data Reporting with Power BI and AI Course

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Overview

The HR Data Reporting with Power BI and AI Course is a one-week intermediate course for HR analysts, people analytics teams, HR business partners, workforce planning teams, and reporting specialists who leave with an HR Data Reporting and Insight Dashboard. The course connects workforce questions, source quality, semantic models, measures, visual analysis, trends, AI-assisted narratives, role-based access, validation, and decision communication. Agile Leaders Training Center delivers this course on HR data reporting with Power BI and AI.

Who Should Attend

- HR analytics functions responsible for workforce measures and reporting
- HR partnering functions responsible for evidence-based workforce decisions
- Workforce planning functions responsible for capacity, movement, and scenario evidence
- Reporting functions responsible for dashboards, narratives, and stakeholder updates
- Data governance functions responsible for definitions, access, and quality

The course assumes participants work with HR data or reports and leaves out payroll processing, advanced data engineering, and employment-law advice.

Departments and Industries

The course supports HR reporting decisions across service and operational organizations.

- Human resources and people analytics teams
- Finance, strategy, and organizational performance functions
- Healthcare and education services
- Financial and professional services
- Manufacturing, logistics, and energy operations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze workforce questions and define decision-relevant measures
- Build a structured Power BI model for HR reporting
- Apply visual and trend analysis to workforce indicators
- Evaluate AI-assisted narratives against measures and context
- Design role-based access and reporting governance controls

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- Create an HR Data Reporting and Insight Dashboard

Course Agenda

Day 1: Workforce Questions and Data

- HR Decision Question and Stakeholder Canvas
- Workforce Metric Definition and Ownership Register
- HR Source System and Field Lineage Map
- Data Quality Completeness and Consistency Checklist
- Privacy Purpose and Minimum Data Assessment

Day 2: Power BI Reporting Model

- Workforce Fact and Dimension Model Blueprint
- Data Type Relationship and Filter Direction Review
- HR Measure and Calculation Design Sheet
- Time Period and Workforce Snapshot Method
- Semantic Model Documentation Standard

Day 3: Visual Analysis and Trends

- Workforce Visual Selection Matrix
- Headcount Movement and Turnover Analysis Method
- Absence Capacity and Productivity Trend Canvas
- Workforce Segment and Variance Investigation Grid
- Dashboard Interaction and Drill Path Design

Day 4: AI Narratives and Governance

- Power BI AI Data Preparation Checklist
- Verified Answer and Business Context Design
- AI-Assisted HR Narrative Review Protocol
- Row-Level Security Role and Access Matrix
- HR Report Publication and Change Control Register

Day 5: HR Reporting Practice

- Suggested Exercise: Workforce Question and Metric Review
- Suggested Exercise: HR Model and Measure Quality Challenge
- Suggested Exercise: Trend and Variance Investigation
- Suggested Exercise: Narrative and Access Control Review
- Capstone Exercise: HR Data Reporting and Insight Dashboard

Practical Exercises

The course includes suggested activities for converting workforce data into governed HR reporting decisions.

- Suggested activity: define a workforce question, measure, owner, and evidence source.
- Suggested activity: build and inspect an HR reporting model and calculation set.
- Suggested activity: analyze a workforce trend and verify an AI-assisted narrative.
- Suggested activity: present an HR Data Reporting and Insight Dashboard with access rules and decision notes.

FAQs

Who suits the HR Data Reporting with Power BI and AI Course?

HR analysts, people analytics teams, HR business partners, workforce planners, and reporting specialists suit the course; it assumes regular work with HR data or reports.

How does HR data reporting differ from a general Power BI course?

HR data reporting applies Power BI modeling, measures, visuals, security, and narrative review to workforce questions, definitions, privacy needs, and people decisions.

Which workforce measures belong in Power BI HR reports?

Measures depend on the decision and may cover workforce size, movement, turnover, absence, capacity, recruitment, development, representation, cost, or service outcomes with agreed definitions.

How should AI-generated HR narratives be validated?

HR narratives should be checked against the underlying measures, filter context, time period, workforce definitions, data quality, privacy limits, and the business question before publication.

What belongs in an HR Data Reporting and Insight Dashboard?

An HR Data Reporting and Insight Dashboard links governed measures, source context, visual evidence, trends, narrative insights, access rules, owners, and decision actions.

Conclusion

Participants leave with an HR Data Reporting and Insight Dashboard connecting workforce questions, measures, models, visuals, narratives, access, and ownership. The work product improves how HR evidence is defined, reviewed, and communicated. It gives teams a reusable structure for data quality, trend investigation, narrative validation, governance, and decision support.

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