People Analytics and Recurring HR Reporting Course

10 – 14 October 2027
Cape town

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Ref: 858_164876 **Date:** 10 – 14 October 2027 **Location:** Cape town **Fees:** 4500 Euro

Overview

People Analytics and Recurring HR Reporting Course is a one-week course for HR reporting teams, analysts, business partners, workforce planners, talent teams, and managers who leave with a Workforce Reporting Pack. Participants define measures, reconcile sources, analyze trends and variances, write commentary, govern reporting calendars, and distribute decision-ready reports. The course turns recurring HR extracts into controlled workforce reporting cycles. Agile Leaders Training Center develops people analytics and HR reporting practice.

Who Should Attend

- HR reporting functions responsible for recurring workforce packs and distribution
- People analytics functions responsible for measures, patterns, comparisons, and evidence
- HR business partnering functions responsible for interpreting results with managers
- Workforce planning functions responsible for capacity, movement, and demand reporting
- Talent functions responsible for hiring, retention, development, and movement measures

The course assumes participants can interpret HR reports, percentages, and charts; it leaves out advanced predictive modeling, dashboard administration, and executive storytelling techniques.

Departments and Industries

The course supports departments and industries that prepare scheduled workforce reports for management review.

- Human resources, workforce planning, talent management, and organizational development
- Manufacturing, retail, logistics, and hospitality
- Healthcare, education, utilities, and infrastructure
- Technology, financial services, telecommunications, and professional services

Learning Objectives

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

- Build a governed HR metric and reporting calendar.
- Evaluate workforce source quality and reconciliation evidence.
- Analyze trends, variances, segments, and movement patterns.
- Build concise analytical commentary for management reports.
- Apply review, approval, access, and distribution controls.
- Use report findings to assign and monitor workforce actions.

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Course Agenda

Day 1: Define the Workforce Reporting Cycle

- Stakeholder Question and Reporting Requirement Map
- HR Metric Definition and Calculation Dictionary
- Headcount, Turnover, Absence, and Hiring Measure Set
- Reporting Calendar, Cutoff, and Submission Schedule
- Report Owner, Reviewer, and Distribution Matrix

Day 2: Control and Reconcile HR Data

- HR Source Inventory and Data Lineage Record
- Employee Status and Organizational Hierarchy Validation
- Completeness, Validity, Timeliness, and Consistency Check
- Source-to-Report Reconciliation Method
- Data Exception, Correction, and Sign-Off Log

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Day 3: Analyze Workforce Results

- Period Trend and Rolling Comparison Table
- Budget, Target, and Benchmark Variance Analysis
- Function, Location, Grade, and Demographic Segmentation
- Joiner, Mover, Leaver, and Retention Flow Analysis
- Driver Question and Evidence Review Worksheet

Day 4: Write and Govern the Report

- Finding, Context, Implication, and Action Commentary Pattern
- Chart, Table, and Exception Display Standard
- Management Summary and Decision Request Template
- Review, Approval, Access, and Version Control
- Distribution, Action Tracking, and Feedback Register

Day 5: Practice Recurring HR Reporting

- Exercise: Repair Metric Definitions and Calendar Controls
- Exercise: Reconcile Workforce Sources and Totals
- Exercise: Interpret Trends, Variances, and Segments
- Exercise: Draft Management Commentary and Actions
- Capstone: Workforce Reporting Pack

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Practical Exercises

The course uses suggested activities based on workforce, hiring, retention, absence, and skills data.

- Suggested activity: define a reporting calendar and metric dictionary with owners, cutoffs, and review points.
- Suggested activity: reconcile employee movements and totals across two HR source extracts.
- Suggested activity: analyze workforce segments and explain material changes with supporting evidence.
- Suggested activity: assemble a management pack with commentary, controls, actions, and distribution evidence.

FAQs

Who suits people analytics and recurring HR reporting training, and what does it assume?

HR reporting, analytics, business partnering, planning, talent, and management functions suit the training. It assumes comfort with HR reports, percentages, and charts.

How does recurring HR reporting differ from HR dashboard management?

Recurring HR reporting produces governed period packs with cutoffs, reconciliations, commentary, approvals, and distribution, while dashboard management emphasizes interactive views, refresh operations, access, and adoption.

Which measures belong in workforce reporting?

Measures follow the business question and may include headcount, movements, turnover, absence, hiring, skills, representation, performance, capacity, and cost, each with a definition, owner, context, and limitation.

How should HR reporting explain workforce variances?

HR reporting should state the material change, comparison basis, affected segment, evidence, plausible driver, data limitation, business implication, recommended action, and monitoring measure.

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How are recurring HR reports controlled?

Recurring reports use a calendar, metric dictionary, source lineage, validation, reconciliation, exceptions, review, approval, version control, access rules, distribution records, and action tracking.

Conclusion

Participants take back a Workforce Reporting Pack containing metric definitions, calendar controls, reconciliations, analyses, commentary, approvals, distribution, and action tracking. It changes recurring HR extracts into a governed management reporting cycle. The pack supports consistent measurement, explanation, review, and workforce follow-through.