

# HR Analytics – Managing and Processing HR Data for Analytics



## VIRTUAL TRAINING

19 November  
9.00am-5.00pm  
(SGT)

**Book  
now**

to save much more  
off the Regular  
Price!

## LEARN HOW TO

- Develop a comprehensive understanding of the end-to-end analytics process applicable to address most HR problems.
- Appreciate the role of Data Management in the analytics value chain.
- Develop technical skills in data management, data preparation and transformation to optimise the analysis process.
- Equip yourself with data visualisation skills to build interactive dashboards and infographics.
- Practise your data management and reporting skills on a business case during a facilitated capstone exercise.

*“83% of HR leaders from organisations across Singapore, Malaysia and Hong Kong agree that HR analytics is helping to build the long-term strategy of their business.” – Chartered Institute of Personnel & Development (CIPD), 2015*

Over the past decade, there has been a rise in organizations adopting data analytics as one of the core competencies for growth. This growth was built upon the growing evidence of the value that data analytics creates; specifically, how it augments and improves the decision-making process in organizations. While HR came to analytics a little later in the game, leaders in organizations are recognizing the potential it could hold and hence adoption has also been growing.

This is **ONE of FOUR** workshops in a comprehensive series on the topic of HR Analytics. Each workshop is modular in nature, addressing different aspects along the analytics value chain.

- Managing & Processing Data for Reporting and Analysis
- Mining data for HR Insights
- Asking the right questions to make informed decisions
- Building a Compelling HR Narrative from Data

## ABOUT YOUR COURSE TRAINER

### Derrick Yuen, MBA

*Co-Founder and Principal, FYT Consulting based in Singapore*

- Derrick Yuen consults and leads engagements to help clients liberate their data for analytics and to glean relevant and actionable insights from their data. His engagements span across many sectors, functions and regions, including pharmaceutical, FMCG, government, human resources, finance and F&B in Asia Pacific.
- He has delivered public and corporate workshops across the Asia Pacific region. As part of FYT Consulting, he is one of two authors and trainers providing HR analytics training at the Civil Service College, developed in collaboration with the Public Service Division (PSD).
- Prior to establishing FYT Consulting, he led the formation and establishment of the Global People Analytics Centre of Excellence (COE) for a multinational healthcare company with more than US\$30 billion revenue. He is also an experienced management and analytics consultant with top-tier firms, multinational corporation and government agencies.



## PAST TESTIMONIALS OF THE COURSE TRAINER

If you are planning to become a HR data-driven organisation, this is the course to be inspired. Full marks for the trainer!” – **Head of HR Services, Boehringer Ingelheim**

“An extremely knowledgeable and hands-on trainer who gave deep insights from his wealth of experience.” – **Regional HR Director, Emery Oleochemicals Malaysia**

“This course covered the key techniques to analyse data and tips on leveraging Excel to validate data and establish correlation.” – **Senior Vice President, Government of Singapore Investment Corporation (GIC)**

“This course was well-structured and delivered by an effective trainer. Thumbs up!” – **HR Director, SingTel**

## COMPANIES THAT HAVE BENEFITED FROM TRAINER'S EXPERTISE

- Alstom Transport
- Axiata Group
- Boehringer Ingelheim
- Brother International
- Civil Service College, Singapore
- Continental Automotive
- Emery Oleochemicals Malaysia
- Federal Express
- Frasers Centrepoint
- Golden Screen Cinemas Sdn Bhd
- Government of Singapore Investment Corporation
- Great Eastern Life Assurance
- Infineon Technologies
- Korn Ferry
- Nanyang Technological University
- NTUC Learning Hub
- Pos Malaysia
- Sembcorp Design and Construction
- Sime Darby Plantation
- Singapore Institute of Management
- Singapore Polytechnic
- Singapore Public Service
- SingTel
- SMRT Corporation

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## WHY YOU SHOULD ATTEND

Mention the word “analytics” and images of pretty charts, complex analyses and/or pivotal insights come to mind. But those are only some of the more visible and sexy aspects of analytics; but there is much more to the analytics value chain. The analytics value chain really starts with data; data that is curated and extracted across disparate sources, cleaned, validated, processed, and stored in a manner that is accessible for analytics. A lot of work goes into data management and processing before analytics can even start.

*“It's amazing how much data is out there. The question is how do we put it in a form that's usable?” – Bill Ford*

This workshop aims to provide a broad but practical overview of the entire analytics value chain, with a specific focus on data management and processing. Attendees will get the opportunity to get their hands “dirty” with large data sets and experience what it takes to process and manage data to deliver objective HR insights, which include the building and maintenance of interactive HR reports. This is targeted at professionals and managers in non-analyst roles but may be required to work with or manage data and reporting in their work.

## WHO SHOULD ATTEND

- HR Analysts or Professionals with data management and reporting responsibilities
- Past delegates of the “HR Analytics for Business Performance” masterclass who want to develop
- deeper statistical analysis and visualisation skills
- All other professionals with a keen interest in developing data analytics skills in the HR domain

## LOGISTICS REQUIREMENTS

Participants are required to use their own laptops with MS Excel and PowerPoint (version 2013 or later) to participate in the data and capstone exercise. Please note that some Excel functions may not look the same in a Macbook. The virtual sessions will be conducted via Zoom, so please ensure that you have stable wireless access and are using a device that allows Zoom.

# COURSE OUTLINE

TIME	AGENDA
9.00am	<p><b>Applications of Analytics, Artificial Intelligence (AI), Machine Learning and Predictive Analytics</b></p> <p>Welcome and introductions</p> <p>This segment provides a brief overview of the concepts and applications of HR analytics, including the general utilities of analytics, why analytics is important, and the potential of analytics to empower HR professionals to inform, explain and guide decision making.</p> <p><i>15 minutes break included</i></p>
10.45am	<p><b>Transforming Data into Insights in Six Steps</b></p> <p>This segment provides a brief overview to the six-steps framework of turning data into insights and decision making. The six steps are: (1) Problem definition; (2) Hypotheses development; (3) Data definition &amp; collection; (4) Data preparation &amp; analysis; (5) Results interpretation &amp; insights; (6) Communication &amp; influence.</p>
12.15pm	<p><b>Lunch break</b></p>
1.15pm	<p><b>Data Management: Preparation and Transformation</b></p> <p>One of the most crucial steps in the 6-step analytics process is Data preparation. Data in its raw form, may not be ready for analytics; it needs to be extracted, processed, and transformed (ETL) to be ready for analytics.</p> <p>This segment is largely a hands-on session with multiple computer-aided exercises on a wide range of HR-related problems including workforce flow analysis, manpower planning, employee opinion surveys, employee engagement, evaluation of training effectiveness &amp; pay discrimination:</p> <ul style="list-style-type: none"><li>• Data Preparation (with MS Excel):</li><li>• Data transformation</li><li>• Combining multiple data tables (merge and append)</li><li>• Using data model for pivot table calculations</li><li>• Pivot table calculations</li><li>• Excel functions</li></ul> <p><i>15 minutes break included</i></p>
3.00pm	<p><b>Data Visualization</b></p> <p>Insights from raw processed data are not practical nor accessible to most; but “A picture paints a thousand words” they say. In this segment, attendees will learn how to design and build their own dashboards to facilitate reporting and self-service analytics in HR.</p> <p>This is a hands-on session with multiple computer-aided exercises to enable the delegates to design and build interactive HR reports with MS Excel. It includes</p> <ul style="list-style-type: none"><li>- An overview to the Principles of data visualization</li><li>- The Dashboard design considerations, such as visual and technical aspects</li></ul> <p><b>Demo: Data visualization tools (e.g. Tableau, PowerBI, QlikSense)</b> <b>Class exercise: Building interactive HR Dashboards with MS Excel</b></p>
5.00pm	<p><b>End of training</b></p>

## REGISTER NOW

Managing and Processing HR Data for Analytics	
<b>Format</b>	Virtual training
<b>Dates</b>	19 November 2020, 9.00am – 5.00pm
<b>Price Per Person</b>	<p>Early Bird: <b>USD 399</b> (on or before 30 September)</p> <p>Regular Price: <b>USD 499</b> (after 30 September)</p>
<b>Contact Person for Registration and Group Discounts</b>	<p><b>Reggie Ola</b> Project Manager Tel: +65 6423 0329 Email: <a href="mailto:reggieo@humanresourcesonline.net">reggieo@humanresourcesonline.net</a></p>
<b>Amendment / Cancellation Policy</b>	<ol style="list-style-type: none"><li>1. All bookings are final.</li><li>2. Should you be unable to attend, a substitute delegate is welcome at no extra charge.</li><li>3. HR Masterclass Series cannot provide any refunds for cancellations.</li><li>4. HR Masterclass Series reserves the rights to alter the programme without notice, including the substitution, amendment or cancellation of trainers and/or topics.</li><li>5. HR Masterclass Series is not responsible for any loss or damage as a result of a substitution, alteration, postponement or cancellation of the event.</li></ol>

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As the training division of *Human Resources*, HR Masterclass Series takes a proactive role in organising a regional series of public and in-house training courses across Asia. Together with our conferences and awards shows, these courses form part of a complete suite of events specifically tailored for senior HR professionals.

Courses are conducted in a personalised and interactive workshop setting with practical case studies and exercises from our expert trainer. Delegates will take away global best practices, fresh ideas and customised solutions for implementation back in their organisations.

HR Masterclass Series is committed to being a trusted learning partner of HR practitioners throughout Asia.

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- International SOS
- Kantar Health
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- Zurich Insurance