Certificate Program

on

HR Analytics for BEL Officers

An Outline of the Certificate Program

by

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(Coordinator)



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1. **Title of the Programme:** Certificate Program on HR Analytics

2. **Program Description**

Today, the role of Human Resources (HR) function has progressed much beyond the customary frontiers from a predominantly administrative function to a more profitably focused entity, from a transaction-oriented cost centre to a value-added strategic business partnership approach. Analytics has played a critical role in this voyage of HR transformation from being just a subsidiary division of a business to be a strong pillar of support behind the success of a business enterprise. Informed HR professionals maximize productivity and drive to achieve strategic business goals.

In this context, this program will specifically focus on the applied methods and techniques with an outcome orientation for improving the human resource functions in large scale organizations. The frameworks, models, and hands-on analytical approaches will equip the participants with developing the SMARTER (Specific, Measurable, Attainable, Reliable, and Time-bound, Evaluate and Readjust) targets and identifying business contributions of the HR function in their organization.

3. **Objectives of the Programme**

The major objectives of the programme are as follows:

- Understand the importance of HR analytics as an evidence-based decision-making tool
- Develop investigative techniques to comprehend the contribution that people make to business performance.
- Improve organizational performance through high quality people-related decisions.
- Enable to take strategic decisions using relevant metrics and predictive analytics.

- Discuss various real-world scenarios where analytics has been utilized to solve complex HR problems.
- Confer the vital issues in building effective HR analytics solutions.

4. **Number of Participants :** 33

5. **Duration and Contact Hours :**

   Contact hours: 5 hours per week

6. **Pedagogy and Assessments:**

   The program will have a blend of lectures, case discussion and exercises supplemented with lectures and hands-on application of analytics tools (Tableau, Excel, SPSS and R studio). There will be quizzes and data analysis assessment periodically for the participants during the program and also individual projects guided by the faculty from VGSoM.

   The evaluation of the participants will be based on the following;

   - Mid-Term Examination at the end of 3 Module
   - Final examination at the end of the program
   - Individual project evaluation

7. **Course Curriculum**

   Module 1 – HR Analytics – Concepts – Analytical Foundations of HR Measurements, HR Analytics Frameworks – LAMP, Talent Analytics Maturity Models – Case Discussions and Hands on exercises

   Module 2 – Descriptive Analytics – Data Collection, Building Dashboards using Excel, TABLEAU with Case discussions and Hands on exercises

   Module 3 – Basic and Advanced statistics – Measures of Central Tendency, data dispersion, Correlation, Regression Analysis, Data Visualisation using Excel, TABLEU with Hands on exercises

Module 4 – Introduction to SPSS package, Data Cleaning – Descriptive, Predictive Analytics, Cluster Analysis and Time Series Analysis

Module 5 – Working with Qualitative Data, Introduction to Basics of R – Studio, Text Analytics using R – Studio

Module 6 – Introduction to Prescriptive Analytics, Application of HR Analytics – Talent Management, Learning and Development, Workforce Diversity, Employee Engagement

8. Schedule of the Program

The proposed program will be delivered on the following schedules in an ONLINE mode, each module will have 15 hours of lectures, case discussion and hands on exercises

Module 1 – 19/10/2020 – 07/11/2020

Module 2 – 14/11/2020 – 04/12/2020

Module 3 – 12/12/2020 – 01/01/2021

Module 4 – 09/01/2021 – 29/01/2020

Module 5 – 06/02/2021 – 26/02/2021

Module 6 – 06/03/2021 – 26/03/2021

9. Program Coordinator

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