

Excel for HR Reporting

Transforming Workforce Data into Strategic Business Insight

4-Hour Executive HR Reporting & Analytics Programme

Today's HR professionals are expected to provide more than operational support. They are increasingly relied upon to deliver workforce insights that inform strategic decision-making, support organisational planning, and drive business performance.

While Human Resource Information Systems (HRIS) capture vast quantities of employee data, the ability to analyse, interpret, and communicate that information effectively remains a critical capability. Microsoft Excel continues to be one of the most widely used tools for HR analytics, workforce reporting, compliance monitoring, and executive decision support.

Excel for HR Reporting is a practical, business-focused programme designed to help HR professionals develop the analytical and reporting capabilities required to transform workforce data into meaningful business intelligence.

Participants will learn how to create professional workforce reports, monitor key HR metrics, analyse workforce trends, automate recurring reporting processes, and develop executive dashboards that support data-driven people decisions.

Business Outcomes

Organisations investing in this programme can expect HR teams to:

- Improve workforce visibility through better reporting and analytics
- Deliver more accurate and timely people insights
- Enhance workforce planning and decision-making capability
- Reduce manual reporting effort and administrative overhead
- Strengthen data-driven HR management practices
- Improve compliance and workforce monitoring
- Increase confidence in workforce metrics and reporting outputs
- Leverage AI-powered tools to accelerate workforce analysis

Target Audience

This programme is ideal for:

- HR Managers
- People & Culture Managers
- HR Business Partners
- HR Advisors
- HR Administrators
- Payroll Managers

- Recruitment Managers
- Learning & Development Professionals
- Workforce Planning Specialists
- People Analytics Teams

Prerequisites

Participants should have a working knowledge of Microsoft Excel, including basic formulas and spreadsheet navigation.

Programme Objectives

By the end of this programme participants will be able to:

- Develop professional workforce reporting solutions
 - Analyse employee and organisational data effectively
 - Monitor workforce trends and key HR metrics
 - Create executive-ready HR dashboards and scorecards
 - Improve the accuracy and consistency of HR reporting
 - Automate routine reporting processes
 - Support workforce planning through data analysis
 - Apply Microsoft Copilot to accelerate reporting and insight generation
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Program Content

Building Effective HR Reporting Frameworks

Reliable workforce reporting begins with well-structured and governed data.

Key Topics

- Design scalable HR reporting workbooks
- Organise employee information for analysis
- Structure workforce reporting datasets
- Improve reporting consistency and accuracy
- Establish repeatable reporting processes

Business Outcome

Stronger reporting foundations and improved confidence in workforce information.

Measuring Workforce Performance and Key HR Metrics

Modern HR teams require meaningful measures that help quantify workforce performance and organisational health.

Key Topics

- Track workforce headcount and employee movements
- Measure turnover and retention trends
- Analyse workforce demographics
- Monitor leave utilisation and absenteeism
- Calculate employee tenure and service metrics
- Develop HR performance indicators

Business Outcome

Improved visibility of workforce trends and organisational performance.

Core Excel Skills

- COUNTIFS
- SUMIFS
- AVERAGEIFS
- IF and IFS
- DATEDIF
- NETWORKDAYS

Improving Data Quality and Reporting Accuracy

Effective workforce reporting relies on trusted data.

Key Topics

- Audit employee information
- Validate workforce datasets
- Identify inconsistencies and duplicates
- Improve data quality standards
- Strengthen reporting governance

Business Outcome

More reliable reporting and reduced risk of reporting errors.

Core Excel Skills

- Data Validation
- Conditional Formatting

- Duplicate Management
- Data Cleansing Techniques

Leave, Attendance and Workforce Utilisation Reporting

Gain greater visibility into employee availability and workforce capacity.

Key Topics

- Monitor annual and sick leave balances
- Report on leave liabilities
- Analyse absenteeism trends
- Track workforce utilisation
- Identify emerging workforce risks

Business Outcome

Improved workforce planning and proactive management of staffing risks.

Workforce Analytics and Trend Analysis

Transform workforce data into actionable insights that support better people decisions.

Key Topics

- Analyse workforce trends over time
- Identify emerging workforce issues
- Evaluate departmental workforce metrics
- Compare performance against organisational benchmarks
- Support strategic workforce planning initiatives

Business Outcome

Enhanced ability to anticipate workforce challenges and inform leadership decisions.

Core Excel Skills

- PivotTables
- PivotCharts
- Slicers
- Interactive Reporting Techniques

Consolidating and Managing Workforce Information

HR professionals frequently work with data sourced from payroll, recruitment, learning, performance, and HR systems.

Key Topics

- Consolidate information from multiple systems
- Match employee records efficiently
- Validate and reconcile workforce information
- Improve reporting consistency across datasets

Business Outcome

Reduced manual effort and improved reporting efficiency.

Core Excel Skills

- XLOOKUP
- VLOOKUP
- INDEX and MATCH
- COUNTIFS
- Advanced Lookup Techniques

Executive HR Dashboards and Workforce Scorecards

Leaders require concise, meaningful workforce information that supports strategic decision-making.

Key Topics

- Build workforce dashboards
- Create HR KPI scorecards
- Visualise workforce trends
- Report organisational metrics effectively
- Develop executive-focused reporting frameworks

Business Outcome

Improved communication of workforce insights and stronger executive engagement.

AI and Copilot for HR Analytics

Explore how artificial intelligence is changing workforce reporting and analysis.

Participants Will Discover How To:

- Generate workforce summaries automatically
- Analyse people data using natural language prompts
- Identify workforce trends and anomalies
- Accelerate report preparation
- Improve the efficiency of recurring HR reporting tasks

Business Outcome

Faster access to workforce insights and increased HR productivity.

Learning Approach

This programme combines instructor-led demonstrations, practical exercises, workforce reporting scenarios, and business-focused case studies to ensure immediate workplace application.

Participants will work with realistic HR datasets covering:

- Headcount reporting
- Employee demographics
- Leave management
- Workforce planning
- Turnover analysis
- Organisational reporting
- Executive dashboards
- HR KPI scorecards

Included with the Program

- Comprehensive course workbook
- Practical exercises and datasets
- HR reporting templates
- Workforce dashboard examples
- HR KPI scorecard templates
- Quick reference guides
- Certificate of Completion

Delivery Options

Course: Excel for HR Reporting

Duration: 4 Hours

Cost: \$450+GST per person

Delivery: Classroom or Virtual Instructor-Led Training

Level: Intermediate

Audience: HR, People & Culture, Workforce Planning and Payroll Professionals

Business Benefits

- By the end of the programme participants will be able to:
- Create professional workforce reporting solutions
- Analyse employee and organisational data with greater confidence
- Deliver more meaningful workforce insights
- Support strategic decision-making through data-driven reporting
- Improve reporting efficiency through automation
- Build executive dashboards and workforce scorecards
- Leverage AI tools to enhance HR analytics and reporting

Software Solutions

Empowering HR Teams to Transform Workforce Data into Strategic Insight, Improve Decision-Making, and Deliver Greater Organisational Value.

Professional Microsoft Excel training that enables HR professionals to move beyond reporting activities and become trusted providers of workforce intelligence and business insight.