

HUMAN RESOURCES | COURSE BROCHURE

HR Dashboards and Workforce Reporting

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

HR teams hold rich data on headcount, turnover, absence, recruitment and performance, but often report it in ways leaders find hard to use. This course teaches HR professionals to design meaningful workforce dashboards: selecting people metrics, cleaning HR data, building visual reports in common tools and turning numbers into recommendations.

HR earns influence when it brings insight, not just data. You will learn to build dashboards that leaders actually use.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Hands-on dashboard building, metric selection workshops, data cleaning exercises and presentation practice.

Course objectives

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

- Select people metrics aligned with business priorities
- Prepare and clean HR data
- Build workforce dashboards
- Analyse turnover, absence and hiring trends
- Present workforce insights to leaders
- Protect employee data in reporting

Target audience

This course is suitable for:

- HR business partners and analysts
- HR managers
- HRIS specialists
- Workforce planners
- Talent acquisition leads



Course content

Target competencies

Participants will develop competencies in:

- People metrics
- Data preparation
- Dashboard design
- Trend analysis
- Insight communication

Course outline

Day 1: People Metrics

09:00–10:08	Purpose of workforce reporting
10:08–11:00	Key HR metrics
11:00–11:30	**Coffee break**
11:30–11:45	Key HR metrics (continued)
11:45–12:53	Linking to business goals
12:53–14:00	Exercise

Day 2: HR Data

09:00–10:08	Data sources
10:08–11:00	Cleaning and validation
11:00–11:30	**Coffee break**
11:30–11:45	Cleaning and validation (continued)
11:45–12:53	Privacy and access
12:53–14:00	Workshop

Day 3: Building Dashboards

09:00–10:08	Dashboard design
10:08–11:00	Visual best practice
11:00–11:30	**Coffee break**



Course content

11:30–11:45	Visual best practice (continued)
11:45–12:53	Interactivity
12:53–14:00	Hands-on build

Day 4: Analysis

09:00–10:08	Turnover and retention
10:08–11:00	Absence
11:00–11:30	**Coffee break**
11:30–11:45	Absence (continued)
11:45–12:53	Recruitment funnel
12:53–14:00	Case study

Day 5: Presenting Insights

09:00–10:08	From data to story
10:08–11:00	Recommendations
11:00–11:30	**Coffee break**
11:30–11:45	Recommendations (continued)
11:45–12:53	Executive presentation
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,840.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Vienna Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,940.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
Cape Town Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,890.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
Dubai Confirmed dates	25 Jan 2027	29 Jan 2027	**£3,150.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.–**
Rome Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Barcelona Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,840.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
London Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,450.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,890.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Paris Confirmed dates	3 May 2027	7 May 2027	**£2,860.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	24 May 2027	28 May 2027	**£3,150.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**
Rome Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,450.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.-**
Istanbul Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,650.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Frankfurt Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,650.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
London Confirmed dates	30 Aug 2027	3 Sept 2027	**£2,450.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,250.-**
Cape Town Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,890.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Dubai Confirmed dates	4 Oct 2027	8 Oct 2027	**£3,150.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Rome Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,450.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,540.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Vienna Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,940.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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