

Certified HR Analytics Professional



Certified HR Analytics Professional

Analytics involves data collection, processing, analysis and interpretation for better decision making and gain insights.

Increased competition has put more focus on optimizing business processes and make informed business decisions. Analytics provide informed insights for effective decision making by data collation processing and analysis.

HR analytics has emerged as major contributor for understanding effectiveness of HR processes and factors affecting employees motivation, productivity and performance.

The course covers

- Basics of Analytics and statistics
- Using MS-Excel for analytics
- Employee Retention
- Recruitment and Talent Management Analytics
- Learning, Training and Development Analytics
- Attrition Prediction
- HR Balanced Scorecard

Why should one take this certification?

This Course is intended for HR professionals, managers, HR consultants and graduates wanting to excel in HR analytics. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning Vskills Certified HR Analytics Professional Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

Who will benefit from taking this certification?

Job seekers looking to find employment in HR, L&D, T&D, or HR compliance departments of various companies, students generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification.

Test Details

Duration: 60 minutesNo. of questions: 50

• Maximum marks: 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)*

Companies that hire Vskills HR Analytics Professional

HR Analytics Professionals are in great demand. Companies specializing HR consultancy, audit, analytics and compliance, are constantly hiring skilled Vskills Certified HR Analytics Professional. Various public and private companies also need HR Analytics Professional for their requirement for HR analysis.

^{*}Fees may change without prior notice, please refer http://www.vskills.in for updated fees

Table of Contents

1. Analytics Introduction

- 1.1 Evolution and Scope
- 1.2 Data Management and Types
- 1.3 Decision Models
- 1.4 Problem Solving and Decision Making

2. Using Spreadsheets for Analytics

- 2.1 Excel Formulas
- 2.2 Excel Functions
- 2.3 Spreadsheet Add-Ins
- 2.4 What is Spreadsheet Modeling

3. Visualizing Data in Spreadsheets

- 3.1 Excel Data Visualization Tools
- 3.2 Data Queries in Excel
- 3.3 Data Summarization in Excel
- 3.4 PivotTables and Pivot Charts

4. Descriptive Statistical Measures

- 4.1 Statistical Notation
- 4.2 Measures of Location
- 4.3 Measures of Dispersion
- 4.4 Measures of Shape
- 4.5 Measures of Association
- 4.6 Frequency Distributions
- 4.7 Excel Descriptive Statistics Tools

5. Probability Distributions

- 5.1 Probability Basics
- 5.2 Discrete Probability Distributions
- 5.3 Continuous Probability Distributions
- 5.4 Distribution Fitting

6. Sampling and Estimation

- 6.1 Sampling Methods
- 6.2 Statistical Sampling
- 6.3 Sampling Distributions
- 6.4 Estimation
- 6.5 Interval Estimates
- 6.6 Confidence Intervals
- 6.7 Prediction Intervals

7. Statistical Inference

- 7.1 Hypothesis Testing
- 7.2 One-Sample Hypothesis Tests
- 7.3 Two-Sample Hypothesis Tests
- 7.4 ANOVA

8. Regression Analysis

- 8.1 Simple Linear Regression
- 8.2 Residual Analysis and Regression Assumptions
- 8.3 Multiple Linear Regression
- 8.4 Regression with Categorical Independent Variables
- 8.5 Regression Models with Nonlinear Terms

9. HR Management

- 9.1 Introduction
- 9.2 Significance of HRM
- 9.3 Objectives of HRM
- 9.4 Functions of Human Resource Management
- 9.5 Modes of Strategic Human Resource Management
- 9.6 Strategic Planning and Human Resource Practices
- 9.7 Limitations of HRM

10. HR Analytics

- 10.1 HR Analytics Basics
- 10.2 Talent Life Cycle
- 10.3 HR Metrics
- 10.4 HR Data Collection
- 10.5 HR Data Analysis

11. Recruitment and Talent Management Analytics

- 11.1 Recruitment and Talent Acquisition
- 11.2 Workforce Capability
- 11.3 Job Analysis and Design
- 11.4 Compensation Management
- 11.5 Performance Appraisal, Planning and Execution
- 11.6 Rewards and Recognition
- 11.7 Employee Churn
- 11.8 Talent Development
- 11.9 Career Progression
- 11.10 Employee Retention
- 11.11 Employee Engagement

12. Learning, Training and Development Analytics

- 12.1 Training, Development and Education
- 12.2 Introduction to Learning and Development
- 12.3 Models of Evaluation

13. Advanced HR Analytics

- 13.1 KPI Dashboards
- 13.2 HR KPI Dashboards
- 13.3 Analytics Maturity
- 13.4 HR Cost Benefit Analysis
- 13.5 Role of Social Media
- 13.6 HR Balanced Scorecard
- 13.7 Conducting Attrition Prediction
- 13.8 Implementing Employee Engagement

14. Other Analytical Tools

- 14.1 R Programming Language
- 14.2 Tableau
- 14.3 Power BI
- 14.4 IBM SPSS

Sample Questions

- 1. Employee turnover rate focuses on stability of employee in the organisation.
- A. True
- B. False
- 2. What does a tree diagram is used for?
- A. Allow a Team to Identify Root Causes Even When No Credible Data Exist
- B. Show a Causality Relationship
- C. Present Data from a Check Sheet
- D. Reveal the True Level of a Problems Complexity
- 3. Which type of data place things in one of two mutually exclusive categories
- A. Binomial
- B. Nominal
- C. Discrete
- D. None of the above
- 4. Which type of data involves, items being assigned to categories that do have some kind of implicit or natural order
- A. Binomial
- B. Nominal
- C. Ordinal
- D. None of the above
- 5. Benefits that are required by law to provide to all employees are called
- A. Medical Benefits
- B. Direct Benefits
- C. Indirect Benefits
- D. Statutory Benefits

Answers: 1 (B), 2 (D), 3 (A), 4 (C), 5 (D)

Certifications

Accounting, Banking and Finance - Certified AML-KYC Compliance Officer

- Certified Business Accountant
 Certified Commercial Banker
 Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
 Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
 Certified Treasury Market Professional
 Certified Wealth Manager

Big Data

- Certified Hadoop and Mapreduce Professional

▶ Cloud Computing

- Certified Cloud Computing Professional

DesignCertified Interior Designer

Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
 Certified Digital Marketing Master

- Certified Export Import (Foreign Trade) Professional

> Health, Nutrition and Well Being

➤ Hospitality

— Certified Restaurant Team Member (Hospitality)

➤ Human Resources

- Certified HR Compensation Manager Certified HR Stafffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

Project Management
 Certified Project Management Professional

Real Estate

- Certified Real Estate Consultant

MarketingCertified Marketing Manager

Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
 Certified TQM Professional

Logistics & Supply Chain Management

- Certified International Logistics Professional Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

- ➤ Legal

 Certified IPR & Legal Manager

 - Certified Labour Law Analyst
 Certified Business Law Analyst
 Certified Corporate Law Analyst

➤ Information Technology

- Certified ASP.NET Programmer
 Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
 Certified E-commerce Professional
 Certified IT Support Professional
- Certified PHP Professional
 Certified Selenium Professional
 Certified SEO Professional
- Certified Software Quality Assurance Professional

➤ Mobile Application Development — Certified Android Apps Developer

- Certified iPhone Apps Developer

Security

- Certified Ethical Hacking and Security Professional
 Certified Network Security Professional

Management

- Certified Corporate Goverance Professional
 Certified Corporate Social Responsibility Professional

- Certified Business Communication Specialist
- Certified Public Relations Officer

Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

> Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

& many more job related certifications

Contact us at:

Vskills

011-473 44 723 or info@vskills.in

www.vskills.com