



# **Xtreme Talent Accelerator Program (XTAP)**

## **Data Analytics for HR 101**

Designed & delivered by  LIGHTHOUSE LABS

## OVERVIEW



4 days



3 hours/evening



Data Analytics for  
HR Certificate

Data is integral to HR. In fact, data analytics is often cited as one of the fastest-growing in-demand skills within the HR profession. Data Analytics for HR 101 is an introduction into how you can better collect, clean, analyze, and visualize data using Excel and Tableau to make better data-driven decisions in your role.

This 12-hour bootcamp explores HR-specific cases that cover recruiting, attrition, employee engagement, and much more.

You will be engaged in hands-on HR-related activities by collecting and analyzing data for:

- ☒ Employee engagement
- ☒ Employee attrition
- ☒ Workforce planning
- ☒ Forecasting
- ☒ Building a quarterly HR performance deck

## WHO IS THIS FOR?

You are an HR professional (beginner or already established) interested in improving your data analytics skill set and advancing your career in the process! The following career paths would benefit from this bootcamp:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Talent Acquisition Coordinator | <input checked="" type="checkbox"/> Talent Acquisition Specialist     |
| <input checked="" type="checkbox"/> Payroll Coordinator            | <input checked="" type="checkbox"/> Compensation and Benefits Manager |

This bootcamp is open to individuals with no experience in data analytics. We just ask you to bring your passion and interest in analyzing and organizing unstructured data and turn them into insights and impacts!

## ELIGIBILITY

We invite you to apply if:

- ☒ You're a resident of Ontario, and
- ☒ You're 18 years or older, and
- ☒ You're a Canadian Citizen, Permanent Resident or Protected Person
- ☒ If you work in a full-time position, your employer is in Ontario and is willing to endorse your participation, including approving the time you will need to participate in the program. (For further details, see our [Information for Employers fact sheet](#)). If you are unemployed or working on a part-time basis, this eligibility requirement is not applicable to you.

Please note: Talent in senior management, executive position or those who have a controlling interest in a business are not eligible.

## YOUR LEARNING PATH: DIGGING INTO YOUR DATA

### Day 1

#### Data Analysis Foundations

##### Topics

- Analytics Process
- Excel Foundations
- Descriptive Statistics

##### Work Activities

- Asking questions for employee engagement surveys
- Descriptive statistics using employee engagement survey data
- Quantitative vs. qualitative data analysis using employee engagement survey data

##### Learning Outcomes

- ☒ Identify the steps of the data analysis process
- ☒ Use various built in functions in Excel to organize and query data
- ☒ Use descriptive statistics by analyzing information and summaries of features in a dataset
- ☒ Create measurable, clear and concise questions or hypotheses to be solved with data
- ☒ Differentiate between quantitative and qualitative data analysis using employee engagement survey data

### Day 2

#### Data Collection & Cleaning

##### Topics

- Excel techniques (ie. VLOOKUPS & Pivot Tables)
- Combining multi datasets
- Data cleaning techniques & best practices

##### Work Activities

- Employee attrition data collection & analysis

## Day 2

### Data Collection & Cleaning (cont'd)

#### Learning Outcomes

- ☒ Use various built in functions and techniques to organize and query data using IF, nested IF, and VLOOKUP, TRIM, CLEAN in Excel
- ☒ Aggregate and summarize data using Pivot tables in Excel
- ☒ Source, collect and combine various sets of data
- ☒ Collect, clean and analyze employee attrition data

## Day 3

### Planning & Forecasting

#### Topics

- Intro to Tableau
- Basic building blocks of Tableau Dashboards
- Linear Regression using Tableau

#### Work Activities

- Workforce planning & forecasting

#### Learning Outcomes

- ☒ Utilize Tableau to explore and visualize a dataset
- ☒ Perform basic correlations and linear regression using Tableau
- ☒ Identify patterns, relationships that will help answer business questions and problems
- ☒ Define what data should be collected and analyzed for workforce planning and forecasting
- ☒ Collect, clean and analyze data for workforce planning and forecasting

## YOUR LEARNING PATH: DIGGING INTO YOUR DATA

### Day 4

### Data Visualization & Dashboards

#### Topics

- Data visualization best practices & concepts
- Build dashboards using Tableau

#### Work Activities

- Building a quarterly HR performance deck

#### Learning Outcomes

- ☒ Explain why visualization is an important part of the data analysis process
- ☒ Utilize Tableau to explore and visualize a dataset
- ☒ Interpret a set of results to draw meaningful insight from them
- ☒ Utilize visualizations and build a customized dashboard to communicate findings relating to quarterly HR performance

## EMPLOYMENT PREPARATION, ON-THE-JOB SKILLS, AND ETHICS AND EMPLOYEE ADVOCACY

These additional career services provided by XTAP cover:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Tech, EQ and You: Exploring and Understanding Emotional Intelligence in Tech | <input checked="" type="checkbox"/> Designing Your Professional Digital Presence |
| <input checked="" type="checkbox"/> Personality Assessments  | <input checked="" type="checkbox"/> Time Management                              |
| <input checked="" type="checkbox"/> Employee Rights in the Workplace   |  |

For job seekers, additional workshops and career services in interview and employment preparation will be offered.

## DATE AND APPLICATION DEADLINES

Evenings: December 1 - 10, 2021

**Application deadline: November 14, 2021**



Have a question about XTAP or one of our skills development programs? You can reach us at [XTAP-Workshops@investottawa.ca](mailto:XTAP-Workshops@investottawa.ca).

Or you can read the FAQs on our website, where you can also sign up for our newsletter and learn about attending one of our online information sessions.

**Apply Now**



[investottawa.ca/xtreme-talent-accelerator](https://investottawa.ca/xtreme-talent-accelerator)



The Xtreme Talent Accelerator is made possible through the [SkillsAdvance Ontario \(SAO\) pilot project](#), with funding provided by the Government of Ontario, Ministry of Labour, Training and Skills Development.