

PROGRAM SYLLABUS

People Analytics Online Certification Program

Last update: October 16, 2024













An overview

of what you can expect from this program

Become a People Analytics specialist

HR is becoming more data-driven, and people analytics skills are in demand.

Combine your HR expertise with analytics capabilities to make a real strategic impact. With the People Analytics Certificate Program you will gain the skills needed to drive better, fact-based people decisions that benefit both your organization and employees. As a People Analytics specialist, you will have a comprehensive analytics skill set that lets you replace gut feeling with crystal clear analysis and help get HR a seat at the table.

	Type	Online self-paced learning
	Language	English (including subtitles)
	Duration	42 hours
	Access	12 months
	Structure	4 courses + capstone project / 16 modules
	Testing	Quizzes, assignments, capstone project
		Digital certificate upon completion (including LI token)
		Eligible for HRCI, HRPA & SHRM credits
		Reading materials & bonus content
		60-day money back guarantee

Learn in-demand skills

and take your career to the next level

Learning objectives



Basic Statistics

Master core statistical concepts and analyses needed to analyze and interpret data, and learn how to perform them in Excel.



Storytelling With Data

Integrate data visualizations into your presentations to persuade stakeholders with compelling insights from your data.



Self-Service Dashboards & Reports

Import, clean, and analyze data to easily build self-service dashboards using Microsoft Excel and Power BI.



Analytics Implementation

Unlock the full potential of your HR data and improve critical talent and business outcomes by implementing a full people analytics cycle.

The perfect fit for

This course is for human resources professionals with analytics ambitions.

To finally get HR a seat at the table, you need to speak the language of the business: data. After completing this program, you will be able to use data to add value and generate powerful insights.

Curriculum structure

Practical. Comprehensive. Game changing.

• 1 MODULE

People Analytics Foundations

• 4 MODULES

HR Data Analyst

• 5 MODULES

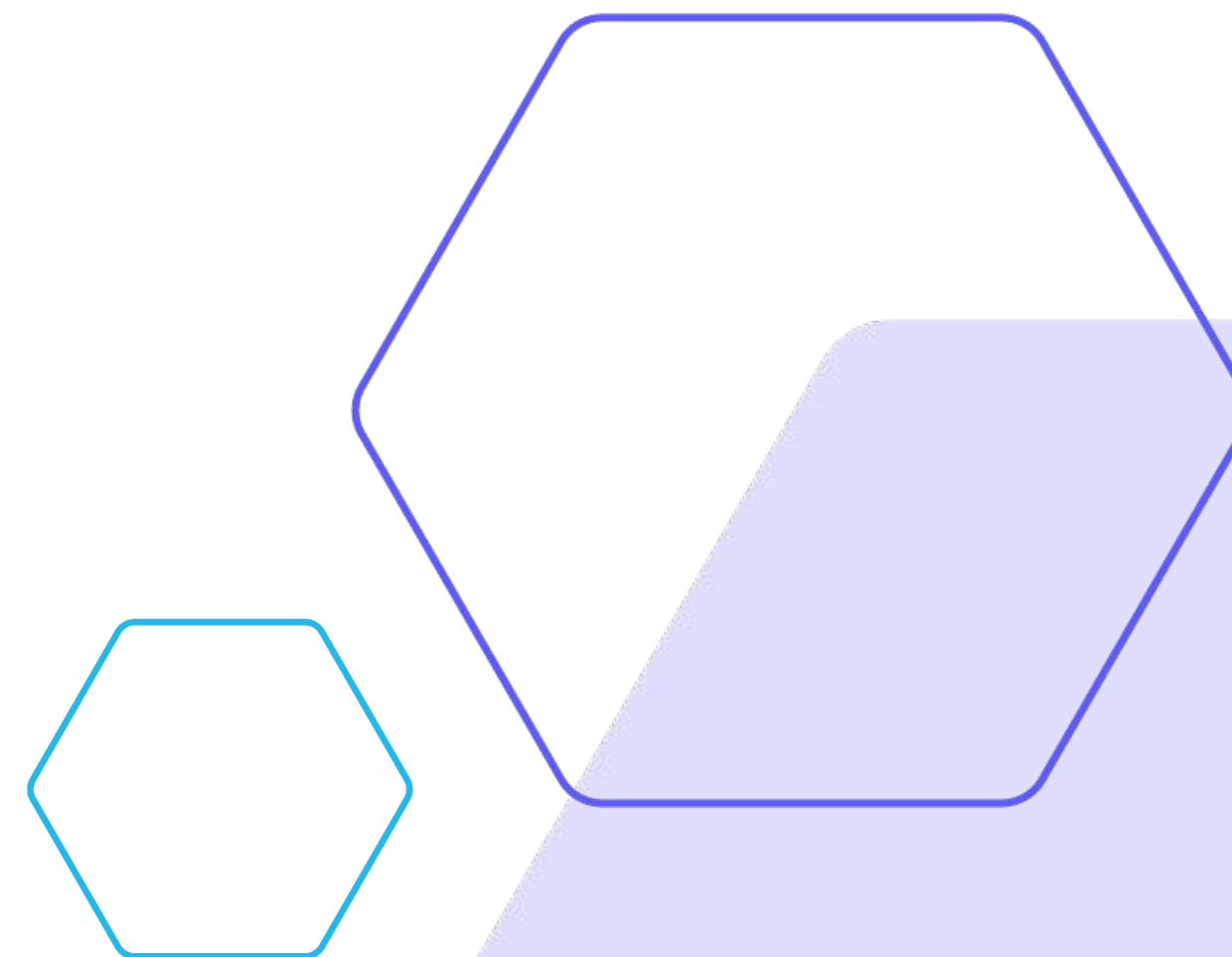
HR Dashboards in Power BI

• 5 MODULES

HR Statistics in Excel

• 1 MODULE

Capstone Project



A detailed look

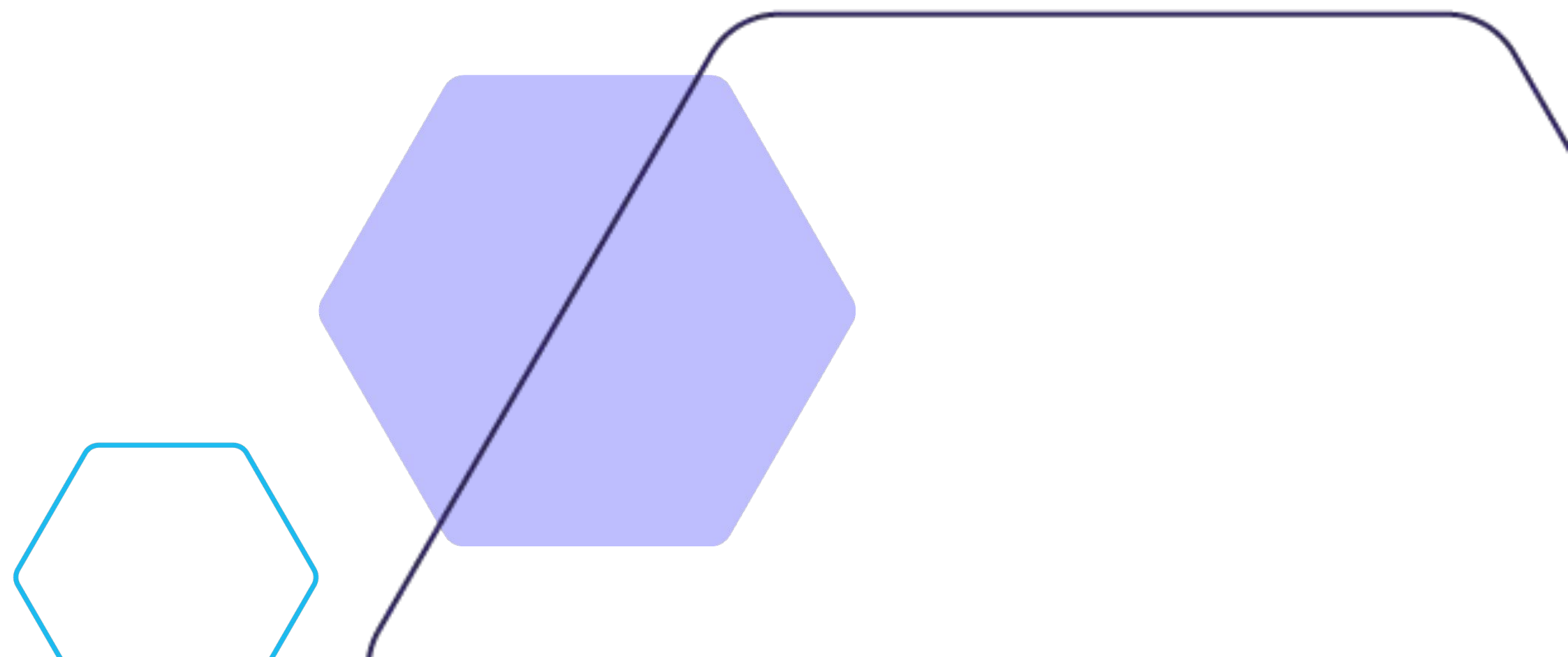
at the curriculum and modules

1 MODULE

People Analytics Foundations

In the first course, you will learn how People Analytics is used to solve pressing business problems through 5 real-life case studies. Your instructor will use practical examples to show you how you can use data to create more effective people policies and increase HR's strategic impact on the organization. You will also learn the responsibilities of a People Data Analyst and how to succeed in this role.

- **People Analytics Foundations**
 - What Is People Analytics
 - 5 People Analytics Use Cases
 - The People Analytics Cycle
 - The Role of the Data Analyst





4 MODULES

HR Data Analyst

You've mastered the foundations, now it's time to start analyzing data in Excel. In this course, you will get hands-on with people data through a series of practical case studies and assignments. You will learn how to reveal patterns in the data, uncover insights, and effectively visualize and present your findings to compel key decision-makers into action.

- **Preparing & Manipulating HR Data**
- **Using VLookups & Data Visualization**
- **Dashboarding in Excel**
- **Interactive Case Study: Employee Turnover**

5 MODULES

HR Dashboards in Power BI

In this course, you will learn how to transform large amounts of data into intelligent, actionable insights. You will learn to create interactive reports and advanced dashboards in Power BI by working through a practical case, solving people challenges for various stakeholders throughout the business.

Power BI Desktop is a free application that you can install on your Windows computer. Mac users can run Power BI in a browser, but this version has limited functionality. We recommend using a Windows computer for the practical parts of this course.

- **Power BI Foundations**
- **Power BI Interactive Reports: Attrition Analysis**
- **Advanced Reporting and Data Models**
- **Turning Data into Visual Reports**
- **Data Governance & Distribution**

5 MODULES

HR Statistics in Excel

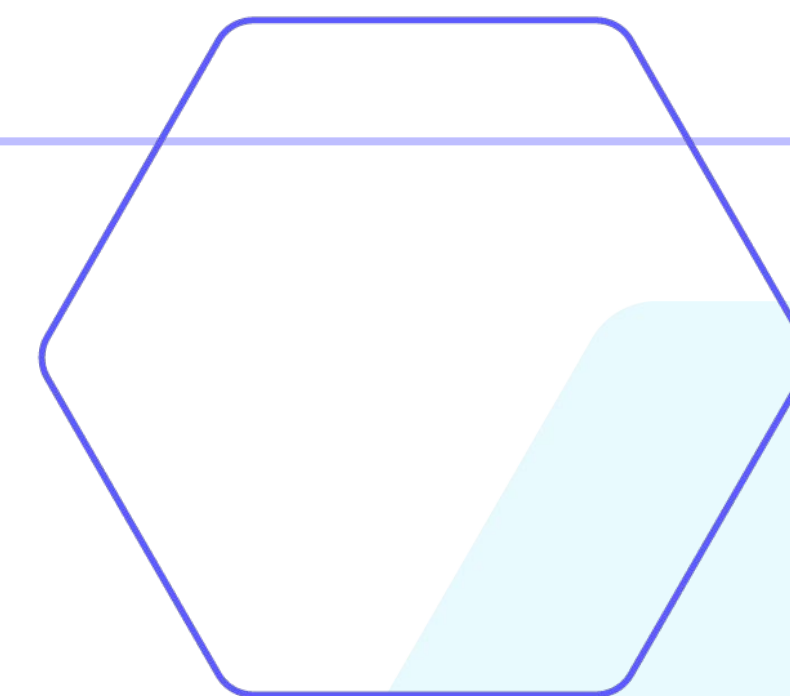
In the final course, you will return to Excel to tackle more advanced data analysis. In order to properly interpret data insights and provide meaningful recommendations, you will need to comprehend some core statistical concepts like significance and probability. Through practical activities, you will learn how to run the statistical analyses you need to make sound decisions even when faced with limited data and uncertainty.

- **Statistical Analysis 101**
- **Validating Hypotheses: Chi-Square & Z Tests**
- **Comparing Groups: The T-Test**
- **Assessing Variations Between Groups: ANOVA & Tukey's HSD**
- **Correlation Analysis**

1 MODULE

Capstone Project

In the capstone project, you will put your newly acquired People Analytics expertise into practice. In this interactive project, you will find yourself in the role of an HR analyst asked to answer a series of business questions by performing a descriptive analysis, building a report in Power BI and testing hypotheses.



Proven online learning for Human Resources Professionals



Real-world projects

Develop practical skills through working on real-world projects and studying dozens of inspiring case studies



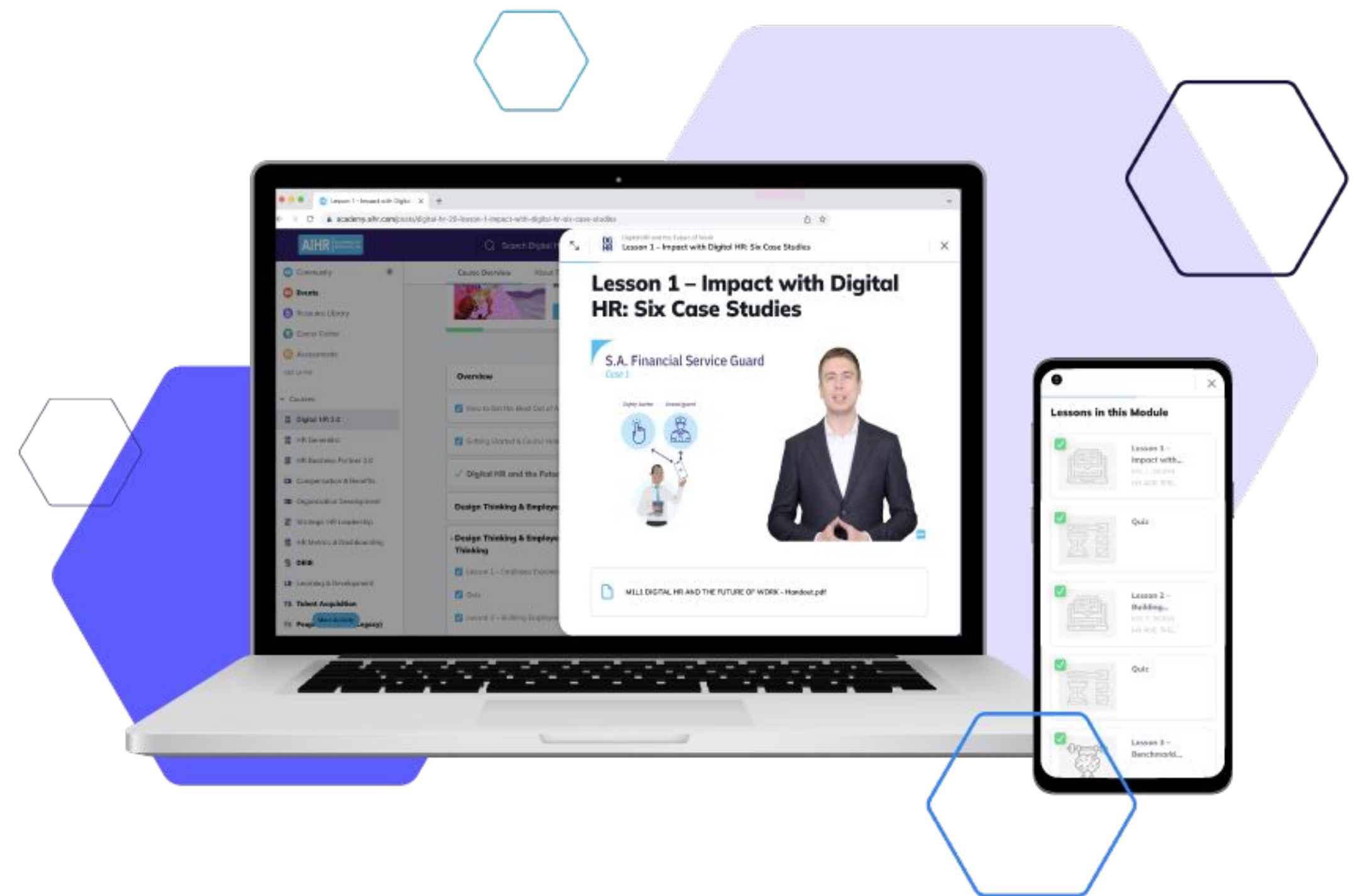
Self-paced online learning

Learn anywhere, anytime, and at your own pace with our fully online training programs. Including a smartphone app.



Practitioner community & coach

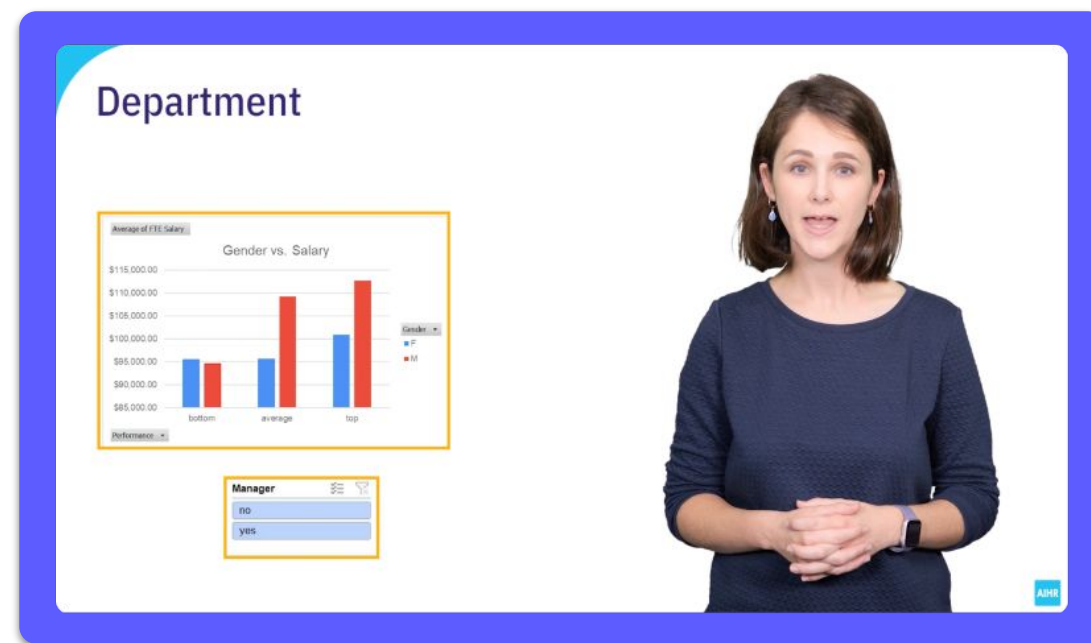
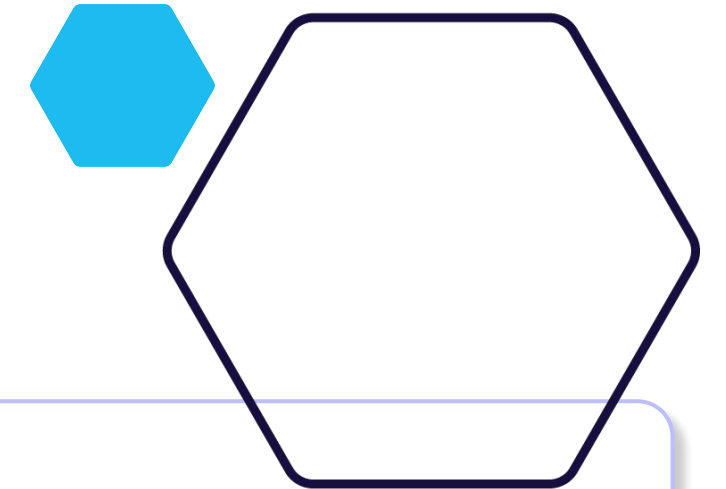
Collaborate with HR professionals from around the world or contact your personal coach if you need any assistance or input.



AIHR is an approved provider with the HR Certification Institute (HRCI®), a pre-approved provider with the Human Resources Professional Association (HRPA), and recognized by the Society for Human Resource Management (SHRM)

Get a sneak peek

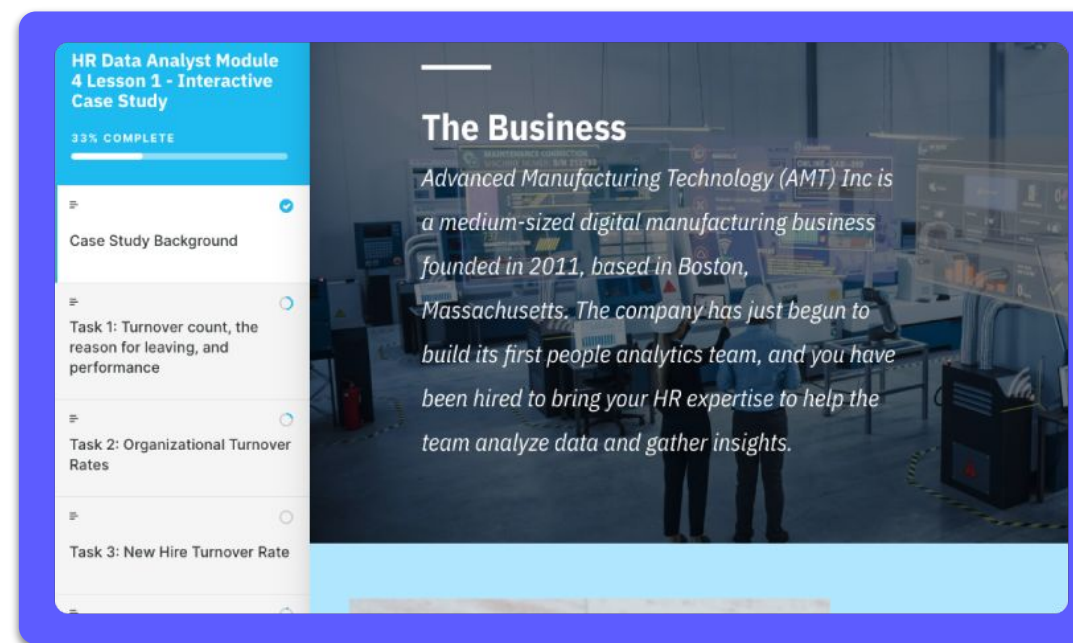
of lessons and course materials



Engaging video lessons

Learn at your own pace with bite-sized, pre-recorded lessons by leading HR experts.

[Watch preview lessons](#)



Interactive case studies

Turn your new knowledge into practical skills with a range of practical activities.

[Do the case study](#)

Example

Essential data		Hours	Wages	Other costs	Total
Exiting position's hourly rate of pay		25			
Supervisor's hourly rate of pay		30			
HR/Recruiting/Payroll average rate of pay		27			
HARD COSTS					
Separation costs	Exit Interview (staff administration time)	1	US\$ 27,00		US\$ 27,00
	Exit Interview (departing employee being interviewed time)	1	US\$ 25,00		US\$ 25,00
	Payout of annual leave for departing employee	80	US\$ 25,00		US\$ 2,000,00
	Other separation costs (unemployment benefits)			US\$ 1,000,00	US\$ 1,000,00
	Separation costs				US\$ 3,052,00
Vacancy costs					
	Current employee extra work	40	US\$ 25,00		US\$ 1,000,00
	Temporary hire	40	US\$ 20,00		US\$ 800,00
	Vacancy costs				US\$ 1,800,00
Replacement costs					
	Requisition/Job postings (administrative time and ad costs)			US\$ 500,00	US\$ 500,00
	Interviewing time	10	US\$ 27,00		US\$ 270,00
	Preemployment testing (administrative time and/or costs)	2	US\$ 27,00	US\$ 700,00	US\$ 754,00
	Reference/Background checking (time and/or vendor costs)	1	US\$ 27,00	US\$ 700,00	US\$ 727,00
	Drug testing (administrative time and/or vendor costs)	1	US\$ 27,00	US\$ 500,00	US\$ 527,00
	Job offer and onboarding (administrative time and/or vendor costs)	1	US\$ 27,00	US\$ 500,00	US\$ 527,00

Practical guides & templates

Save time and effort with a library of grab-and-go templates, guides, checklists, and more.

[Tour the library](#)

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Customers give us an average rating of 8.9 out of 10.

AIHR is the place to learn the skills you need to advance your career and remain relevant in the ever-changing digital human resources landscape. We offer the most comprehensive curriculum of HR courses and certifications available worldwide and are a proud supplier of over 175 Fortune Global 500 companies.

