

Navigating the Workforce Analytics Journey



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Workforce Reporting



Workforce
Dimensions

Workshop

OVERVIEW

This **one-day** workshop provides a foundation to support efficient and effective Workforce Reporting.

The content includes frameworks, key metrics and appropriate charting options for a range of commonly reported subject matter areas; this methodology has been applied to and has helped multiple organisations develop a rational approach to reporting on the composition and actions of their people.

The workshop is targeted at those new to Workforce Reporting or those who are overwhelmed by, and purely reactive to ad-hoc requests and wish to introduce and embed a robust structure to the service they offer.

LEARNING OUTCOMES

At the conclusion of the workshop delegates will be able to:

- Understand how workforce reporting can be aligned to the specific needs and rhythm of their organisation
- Recognise the characteristics of different frameworks including Overview, Trend and Issue Focus Reporting
- Effectively report on Workforce Demographics, Diversity, Absence, Mobility and Staff Turnover
- Develop a coherent reporting strategy and timetable

This workshop provides a comprehensive introduction to HR Reporting and Analysis, and provides a solid foundation to the Workforce Dimensions Practical People Analytics workshop.

ABOUT WORKFORCE DIMENSIONS

Workforce Dimensions partners with organisations who seek to understand and maximise the contribution their people make to business imperatives - we help organisations make accelerated progress on the People Analytics journey. With all our engagements our goal is to leave clients best placed to deliver insight that genuinely drives workforce and business decisions.

WORKSHOP OUTLINE

Overview

- Defining Workforce Reporting
- Workforce Reporting as a Foundation for People Analytics
- Critical Considerations and Elements of a Workforce Report
- Report Types: Operational, Regulatory, Summary and Issue Focused
- The Importance of Context and Commentary

Activity: An assessment of the Workforce Reporting proposition currently offered in your organisation

Summary Reports

- Defining a Summary Report
- Presenting coherent Cross Tabs and Matrices
- Effective Trend Reporting
- The HR Scorecard

Activity: Building Demographic Reports: Essential Workforce Profiling

Issue Reports

- Defining an Issue Report
- Common Workforce Issues
- Identifying issues relevant to your audience
- Root Cause Analysis
- The Importance of Segmentation

Activity: Reporting on Staff Turnover

Our Approach

Our style is to run interactive sessions with time allocated for planned and ad-hoc group discussion in addition to the theories, investigative frameworks and formal activities highlighted in the workshop outline.

Deep Dive into Specific Reporting Areas

- Workforce Mobility
- The Use of Waterfall Charts
- Reporting on Diversity & Equal Opportunities
- A Focus on the Gender Pay Gap Reporting
- Absence Reporting
- Identifying the drivers of Casual Absence

These areas will be examined in detail with illustrations of best practice reporting frameworks, key metrics and common pitfalls

Activity: Drawing essential insights from passive reporting

Developing a Reporting Strategy

An examination of how the following should be used to develop a structure and timetable for reporting:

- Regular Periodic Reporting
- Annual Reporting
- Regulatory Requirements
- Planned once yearly events including Engagement Surveys and Performance Reviews
- The Strategic Planning Cycle
- A Refresh of the HR Strategy or People Plan

Activity: Drafting a Reporting Strategy for your Organisation

Final Observations

- A Summary of Key Learning Points
- A word on report rationalisation
- Access to additional resources

Options

We run this workshop publically and in-house on request. For more information please contact: info@workforcedimensions.co.uk