

HR Operations with Power Business Intelligence (BI)

Prof. Name: Ms. Anmol Khanna Duration: 30 hours
Lecture Schedule: Tues and Wed (3 - 4pm)
Online 25 hours and Offline 5 hours
Fees: Rs 2500

Course Objective: The Certificate program in Fundamentals in HR Operations and Power BI will help you upgrade from traditional Resource Management Practices and upskill to Fundamentals of Capital Management- which is of increasing importance with automation in new age business. One would learn to undertake a data-driven approach to manage workforce. One will also learn to set evidence-based Strategies, as per ongoing trends. One would learn to reduce unnecessary Cost to Company (C2C) and learn overhead allocation.

Career Opportunity:

Globalization and increased remote opportunities of working, managing Human Resources with robust technology is a pre-requisite. Power BI tool is a revolutionary change with growing importance in various Functions like Recruitment Manager, Forecasting for a company in several domains. Hence, this course is valid in every data-driven field, as it would form the basis by quantitative application leading a major basis for Key Research & Development Arenas.

Program Content:

- Module 1 Introduction to HR and Trends
- Module 2 Terminologies in Power BI
- Module 3 Connect HR Data using Power BI
- Module 4 Data Handling Challenges
- Module 5 Visualisation of HR Data in Power BI
- Module 6 Data Modelling
- Module 7 Key People Management Functions
- Module 8 Forecasting of Key HR Metrics
- Module 9 Create Comprehensive Reports and Interactive Dashboards with Power BI
- Module 10 Live Case Study

Examination:

Practical Activity- Live Case Study and Final MCQ exam after course completion.

About Trainer:

Ms. Anmol Khanna is an accomplished professional with a diverse background in Human Resources across both Indian and international markets. Her career highlights include:

1. **Work Experience:** She has worked with prominent Indian companies like Flipkart, where she played a pivotal role in recruitment on a national scale. Additionally, she has served as an HR Consultant for small and mid-sized companies in the American and European markets.
2. **Expertise:** Ms. Khanna possesses extensive knowledge in core HR functions such as Recruitment, Training and Development, HR Analytics, Performance Management Systems, and HR Onboarding for multinational corporations in India.
3. **Educational Achievements:**
 - She holds a Masters of Management in Human Resources from Mumbai University.
 - Certified trainer by the National Skills Development Corporation of India.
 - Certified by the British Council to conduct International English Language Testing System (IELTS) examinations.
 - Holds an international certification in French language equivalent to Common European Framework of Reference for Languages (CEFR) levels.
4. **Academic and Teaching Experience:** With approximately a decade of teaching experience, Ms. Khanna has contributed significantly to education and HR development.
5. **Entrepreneurial Ventures:** She is a founding partner of 'One Intellect', an institute likely focused on education or consulting.
6. **International Recognition:** Nominated by the Indian Embassy for a 2-year project in France, demonstrating her international experience and recognition in the field.

Ms. Anmol Khanna's career showcases a blend of corporate leadership, consultancy, educational contributions, and international project management, making her a versatile and experienced professional in the field of Human Resources.