AICTE Approved Short Term Course on
HR Analytics- Hands on Training
(Under QIP Sponsored)
10th May, 2015 – 16th May, 2015

A Continuing Education Programme

Organized by
Vinod Gupta School of Management
Indian Institute of Technology, Kharagpur
West Bengal - 721 302.

Venue: VGSOM, IIT Kharagpur

Course Coordinators
Principal Coordinator: Dr. Susmita Mukhopadhyay, VGSOM
Coordinator: Dr. Sangeeta Sahney, VGSOM
HR Analytics- Hands on Training

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I  Overview

Complexity in today’s workforce, new technology investments, economic pressures, talent as a competitive edge, aligning the people strategy with the business strategy and many other reasons are driving a change in HR to be analytics-dependent.

In this era of ERP / HRMS based system, employee and HR database is either an integral part or remains strongly coupled with the main data warehouse. In such an environment, organizational goals and KPIs drive the HR performance measures/metrics. This has evolved in Scorecard based performance management systems - applied for individual employee as well for overall HR performance.

II  Course Objectives

This course has thee central themes:

(1) To expound HR measurement and data analytics concepts, and

(2) Framework for applying this concept in an end-to-end HR business process for the entire life-cycle of employees

(3) Hands on training

III  Course Contents

Part I: Basic Foundation

1. Framework of HR measurement
   How decision science influences HR measurements, connecting measures and organizational effectiveness, LAMP framework, Today’s HR measurement approaches

2. Analytical Foundation of HR measurement
   a. Introduction to Business Analytics
      i. Differences between Business Intelligence and Business Analytics
      ii. Differences between Business Analytics and Big Data Analytics
      iii. Roles of Business Intelligence, Big Data Analytics and Business Analytics in an organization
      iv. 3 Pillars of Business Analytics – Analytical Methods, Analytical Tools, Analytical Applications
   b. What is HR Analytics? Its role in overall business performance
3. HR measurement
   Traditional vs. contemporary HR measures; Fundamental analytical concepts from
   statistics and research design; analytical concepts from economics and finance.

PART II: About HR Analytics

   Definition of HR & Analytics; HR data as seen prior to the invasion of Analytics; The
current evolving state of HR Analytics; Why HR Analytics; Stages of HR Analytics; What
can/should be measured; How does Analytics fit into HR Delivery Model; HR Analytics in
your org. – priorities & ST/LT Goals; CEO’s part to be played in HR Analytics; Comparison –
HR “Reporting” & Analysis with HR “Predictive” Analytics.

PART III: HR Analytics Tools

   Advantages & Limitations of some tools;

   Brush up on MS Excel & Basic VBA ; Tools to be discussed using Ms Excel – Used in
   Reporting & Presentation on MS PowerPoint; Tips on of Google Forms & Google
   Spreadsheets – E.g.: Designing Surveys & Easy Data collection tips; Integrating MS Excel &
   Google Spreadsheets.

   Brush up on R basics; Tools to be discussed using R Statistical Software – Used in
   Predictive Modelling & Presentation on MS Power Point

PART IV: HR Analytics- Hands on Training

   Hands on Training on the application of analytics in the areas of recruitment,
   performance management, compensation management, competency building; learning and
development; employee motivation / satisfaction; employee attrition/ separation.

IV Faculty:

   Experienced faculty from various departments of IIT Kharagpur, along with guest
   faculty from reputed institutes/universities will deliver lectures, and, coordinate exercises and
   case studies in the interactive sessions, spanning approximately twenty hours.

V Pedagogy:

   Lectures through audio-visual presentation,Structured exercises, Group discussion and
   Case studies. They would also be provided with a kit and course material.

VI Who can participate?

   Academicians, Researchers, Data Analysts, Administrators, Executives, R & D
   Professionals, Research Scholars of AICTE/ Non AICTE colleges
Maximum No. of AICTE approved college teachers = 30
Sponsored Participants = 20, Total seat = 50
Participants are required to bring their laptops with MS Office loaded in it.

VII Course Fee:

No course fee shall be charged from faculty of AICTE approved colleges, institutes and universities. However a security deposit of Rs. 1000 each in the form of a Demand Draft should be attached with the Registration Form of the course. This amount will be refunded in cases where (i) the candidate is not selected for the Course; (ii) if the selected candidate joins the Course. The amount will be forfeited if the selected candidate does not join the Course. The bank Draft should be payable to CEP-STC, IIT Kharagpur at Kharagpur.

Course Fee For Sponsored Participants

a) Research Scholars- Rs 1000 in the form of a Demand Draft payable to CEP-STC, IIT Kharagpur at Kharagpur (seats limited)
b) Faculty members other than AICTE approved colleges- Rs 10000 in the form of a Demand Draft payable to CEP-STC, IIT Kharagpur at Kharagpur.
c) Others- Rs 15000 in the form of a Demand Draft payable to CEP-STC, IIT Kharagpur at Kharagpur.

VIII Accommodation and Travel:

TA: TA will be provided to the outstation AICTE college teachers only. Travel by AC three tiers will be reimbursed on producing train ticket.

Lodging and boarding will be provided to the participants at one of the Guest houses on twin-sharing basis. Accommodation can be AC or Non AC as per availability of rooms.

Lodging and Boarding is free for faculty of AICTE approved colleges. Sponsored candidates will have to bear the expenses of lodging and boarding

IX How to Apply?

Interested participants can fill–up the enclosed form and send it to the Course Coordinators.

X Important Dates:

Last date for receiving application:

For faculty members of AICTE approved colleges: 20th April, 2015.
For Sponsored candidates: 28th April

Intimation to Participants:

For faculty members of AICTE approved colleges 27th April, 2015.

For Sponsored candidates: 29th May

Course Dates: 10th-16th, May 2015.

XI  Contact Information:

Further queries:
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Application Form

AICTE APPROVED (QIP) SHORT TERM COURSE ON
HR Analytics- Hands on Training
10th May, 2015 – 16th May, 2015
Organised by IIT Kharagpur

1. Name: _________________________________________________________
2. Designation: ____________________________________________________
3. Academic Qualification: ____________________________________________
4. Experience: ____________________________________________________
5. Name of the Institution /Organization: ______________________________
6. Address for communication: _______________________________________
   __________________________________________________________________
   Ph: _____________________________________________________________
   Fax:_____________________________________________________________
   Email:____________________________________________________________
7. Bank Draft Details:________________________________________________
   Amount:__________________________________________________________
   Number:__________________________________________________________
   Drawn on:_________________________________________________________

Date:                                            Signature of Applicant

Approval for Candidates/Sponsorship

We approve the above applicant as a candidate/ sponsor for the short-term course on Hr Analytics-Hands on Training” being organized by IIT Kharagpur at Kharagpur during 10th - 16th of May, 2015.

Date:                                            Signature and seal of approving/sponsoring Authority