Q3 MANAGEMENT SOLUTIONS

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REGISTERED HRD CORP TRAINING PROVIDER

PUBLIC TRAINING

DATA-DRIVEN HR: CREATING INSIGHTFUL DASHBOARDS

📅 **21 - 22 APRIL 2026**

📍 **ROYALE CHULAN DAMANSARA**

OVERVIEW

Transform HR Data into Strategic Influence. In an era where data drives decisions, HR must evolve from an administrative function to a strategic powerhouse. This intensive 2-day program is designed for HR professionals ready to make that leap. Bridging the critical gap between data overload and actionable insight, this hands-on training empowers you to master Microsoft Power BI within an HR-specific context. Move beyond static reports and create dynamic, interactive dashboards that tell compelling stories about talent, performance, and organisational health.

OBJECTIVES

- Adopt the strategic framework and analytical mindset to transition HR from an operational to a data-driven, evidence-based function within the Malaysian business context.
- Master the technical process of transforming raw, multi-source HR data into a clean, reliable data model and building interactive visual dashboards using Power BI.
- Develop, interpret, and present key HR metrics and insights that inform strategic decision making and drive tangible organisational action

LEARNING OUTCOMES

- Produce an interactive, multi-page HR dashboard that provides actionable insights to inform leadership decision-making.
- Transition from manual data compilation to an automated analytics workflow, reducing time spent on reporting and increasing capacity for strategic analysis.
- Apply a structured diagnostic framework to translate a business concern into a data investigation, culminating in evidence-based recommendations.

METHOD
Hands-on Practical Labs, Case Studies & Business Simulation, Group Discussions & Presentations, Lecture & Demonstration

FOR WHOM
HR leaders/Managers, HR Business Partners, Senior HR Generalists, HRIS Analysts, Talent Acquisition leads,

DURATION
2-days Training

REGISTRATION FEE

RM2,600 NET/PAX

HRDC CLAIMABLE

📞 03-2382 0800 / 012-565 3364

✉️ enquiry@q3solutions.com.my

🌐 www.q3solutions.com.my

COURSE OUTLINES

DAY 1 : THE DATA FOUNDATION – FROM RAW TO RELIABLE

Programme Commencement & Briefing

- Welcome & introductions.
- Program objectives & schedule.

The Mindset of a Data Driven HR Strategist

- The Strategic Imperative.
- The HR Analytics Process (Ask, Prepare, Process, Analyse, Share, Act).
- Key HR Metrics & KPIs.

Foundations: Power BI Navigation & Data Ingestion

- Power BI Desktop Interface.
- Getting Data from Excel/CSV.
- First Look at Data & Data Types.

The Core of Insight: Data Transformation with Power Query

- Introduction to Power Query Editor.
- Cleaning 'Dirty' HR Data.
- Shaping & Enriching Data.

Building the Engine: Data Modelling for HR

- Tools for prioritizing sustainability opportunities and goals in supply chain processes
- Application to real or simulated scenarios
- Presenting and discussing results with peers

Closing: Review & Preview

- Recap of data journey.
- Preview of Day 2.

Questions & Queries met with Quality Solutions

Contact Information

Q³ MANAGEMENT SOLUTIONS

- +603-2382 0800 (Office)
- www.q3solutions.com.my
- 19-2, Jalan PJU 5/9, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor

COURSE OUTLINES
DAY 2 : THE INSIGHT FACTORY – FROM NUMBERS TO NARRATIVE

Day 2 Opening & Recap

- Day 1 Q&A, recap.
- Objectives for Day 2s

Creating HR Intelligence with DAX Measures

- DAX Fundamentals.
- Core HR KPIs (Headcount, Turnover, Absenteeism, etc).
- Time Intelligence (YTD, Prior Year).

Visualising Insights: Dashboard Design Principles

- Choosing the Right Visual.
- Dashboard UX & Storytelling.
- Planning for Interactivity.

Hands-On Dashboard Build

- Build multi-page Analytic/Metric
- Adding Polish & Interactivity

Quiz & Strategic Debrief, Programme Documentation

- Knowledge Check Quiz & Debrief.
- Program Documentation (forms).

TRAINER PROFILE

Lim Chang Hiang

Originator of 5X1Y Framework | Microsoft Excel/Powerpoint Enthusiast

Possessing over three decades of experience within multinational corporations, he uniquely blends technical expertise with HR leadership, strategically driving organisational excellence through effective people management. His career trajectory, transitioning from engineering to HR, allows him to integrate problem- solving, operational efficiency, and talent development to foster sustainable business growth. His extensive background encompasses Engineering, Project Management, Manufacturing, Human Resources, and Administration, enabling the optimisation of processes and the implementation of impactful solutions. He regularly shares Excel productivity tips and hacks. His Excel productivity programs and Data visualisation and storytelling programs demonstrably benefit participants. Holding an engineering degree from an Australian university, he is dedicated to maximising both technical and human capital, ensuring sustainable organisational success.

Questions & Queries met with Quality Solutions

Q3 Management Solutions Sdn Bhd

REGISTRATION FORM

TRAINING : Data-Driven HR: Creating Insightful Dashboards

COMPANY DETAILS & CONTACT PERSON

Organization   :

Date   :

Type of Business   :

Office No.   :

Address   :

Contact Person   :

Designation   :

Contact No.   :

E-Mail   :

HRD Corp Registered Employer   :   ☐ Yes   ☐ No

REGISTRATION

Name :	Designation :	Email :	Mobile No. :

(Please provide separate list for more than 3 persons)

* ***NOTE*** : *Please email this form to **enquiry@q3solutions.com.my** or you can WhatsApp the registration form to us at **+012-565 3364***

PAYMENT / TERMS & CONDITION

1. Kindly make payment to our account number as stated, payable to **Q3 Management Solutions Sdn Bhd.**
2. Please email or WhatsApp us the payment proof and complete registration form.
3. In the event of cancellation less than 14 days before the training, the client shall pay 30% of the total programme fee to Q3 Management Solutions Sdn. Bhd. as a penalty. Written notice of cancellation must be provided.
4. If there are insufficient in the client's HRDC account, the client shall remit the full programme fee directly to Q3 Management Solutions Sdn. Bhd.
5. In the event of a no show on the training date:
   - The client shall remit the full programme fee to Q3 Management Solutions Sdn. Bhd OR
   - For the Certified Sustainability Professional (CSP) Programme only, the client may nominate a replacement participant for the next available session.

Maybank Acc. Number: 5627-6841-5995

Payable to:
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SBL KHAS SCHEME
(HRD CORP REGISTERED EMPLOYERS)

1. Please apply HRD CORP grant through e-TRIS portal under SBL-KHAS scheme
2. Please find our MyCoID 1203344U at e-TRIS portal.
3. Kindly email or WhatsApp us the grant approval at least 5 days prior to the training.