**HR Report – Q4 2024**

**CONTOSO LLC**

**Headcount and Hiring Updates**

* **Total Headcount**: 30 (25 teachers, 5 admin staff).
* **Q4 Hires**: 3 new teachers to support enrollment growth.
* **Turnover Rate**: 3%, below industry average of 5%.

**Employee Engagement and Culture**

* **Engagement Survey**: 85% satisfaction score (industry avg: 80%).
* **Team-Building**: Hosted Q4 retreat, attended by 90% of staff.
* **Recognition Program**: Awarded 5 employees for outstanding performance.

**Training and Development**

* **STEM Training**: 100% of teachers completed certification.
* **Professional Development**: Invested RM 5,000 in workshops.
* **Training Hours**: Average 20 hours/employee in Q4.

**Diversity and Inclusion Metrics**

* **Gender Diversity**: 60% female, 40% male.
* **Underrepresented Groups**: 30% of staff, up from 25% in Q3.
* **Inclusion Initiatives**: Launched mentorship program for new hires.

**HR Goals for Q1 2025**

* Maintain turnover below 5%.
* Increase training hours to 25/employee.
* Expand diversity hiring to reach 35% underrepresented groups.