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## **Work-Life Balance and Engagement Analysis Report**

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### **Abstract:**

The Work-Life Balance and Engagement Analysis Dashboard provides an in-depth look into factors influencing employee work-life balance and engagement within the organization. The analysis highlights key performance indicators (KPIs) related to work-life balance, job involvement, and job satisfaction across different job roles and departments. This report aims to identify patterns and propose strategies to improve employee satisfaction and reduce attrition.

### **Introduction:**

Employee work-life balance and engagement are critical factors in maintaining a productive and satisfied workforce. This report evaluates these aspects by analyzing various KPIs segmented by job role and department. Understanding these metrics helps organizations develop targeted interventions to enhance employee well-being and retention.

**Tools Used:** PowerBI

### **Dataset:**

The dataset utilized for this analysis contains 1470 rows and 35 columns, focusing on employee attributes such as job role, work-life balance, job satisfaction, and overtime.

### **Overview:**

It examines key metrics related to employee work-life balance and engagement within our organization. By analyzing data segmented by job role and department, we aim to identify factors impacting employee satisfaction and turnover.

### **Key Performance Indicators (KPIs)**

**Total Employee=1470**

Total Workforce:1,470

Current Active Employees: 1,233

Total Attrition: 237

Overall Attrition Rate: 16.12%

Work-Life Balance Average: 2.76/5

Job Involvement Average: 2.73/5

Job Satisfaction Average: 2.73/5

Employees with Overtime: 416

### **Insights Description:**

#### **I. Work-Life Balance by Job Role**

- Sales Representatives: 2.89 (83 employees)

Highest work-life balance rating, indicating better personal and professional life management.

- Research Scientists: 2.68 (292 employees)

Lowest work-life balance rating, suggesting potential issues with workload or environment.

#### **2. Job Involvement by Job Role**

- Research Scientists: 2.79 (292 employees)

Highest job involvement, showing strong engagement in their roles.

- Sales Representatives: 2.65 (83 employees)

Lowest job involvement, pointing to a need for improved engagement initiatives.

#### **3. Job Satisfaction by Job Role**

- Managers: 2.81

Highest job satisfaction, reflecting positive perceptions of role responsibilities.

- Sales Representatives: 2.60

Lowest job satisfaction, indicating potential areas for intervention.

#### 4. Overtime Analysis:

- Overtime Employees: 416

Attrition Rate: 53.59%

- Non-Overtime Employees: 1,054

Attrition Rate: 46.41%

#### 5. Departmental Overtime Breakdown:

- Research and Development:

- Non-Overtime Employees: 690 (Attrition: 59)

- Overtime Employees: 271 (Attrition: 74)

- Sales:

- Non-Overtime Employees: 318 (Attrition: 44)

- Overtime Employees: 218 (Attrition: 48)

- Human Resources:

- Non-Overtime Employees: 46 (Attrition: 7)

- Overtime Employees: 17 (Attrition: 5)

## Key Observations:

### 1. Work-Life Balance Trends:

- Sales Representatives experience the highest work-life balance, suggesting effective management strategies.
- Research Scientists face the most significant work-life balance challenges, indicating possible issues with workload or job demands.

### 2. Job Involvement and Satisfaction Insights:

- Research Scientists show the greatest job involvement, reflecting high engagement levels.
- Sales Representatives display the lowest job involvement and job satisfaction, highlighting areas where improvements in engagement and morale are needed.

### 3. Impact of Overtime

- The attrition rate among employees working overtime is significantly higher (53.59%) compared to those not working overtime (46.41%).
- Research and Development shows the highest number of employees working overtime, with a considerable attrition count, pointing to potential burnout.
- Sales also shows high overtime figures with notable attrition, while Human Resources maintains the lowest overtime and attrition rates, suggesting better work-life balance management.

## Strategic Recommendations

### 1. Address High Attrition\*\*

- Conduct thorough exit interviews and employee surveys to gain insights into reasons behind high attrition, particularly among those working overtime.

## 2. Improve Work-Life Balance:

- Introduce flexible working arrangements, remote work options, and wellness programs to enhance work-life balance, especially for roles like Research Scientists.

## 3. Enhance Job Involvement and Satisfaction:

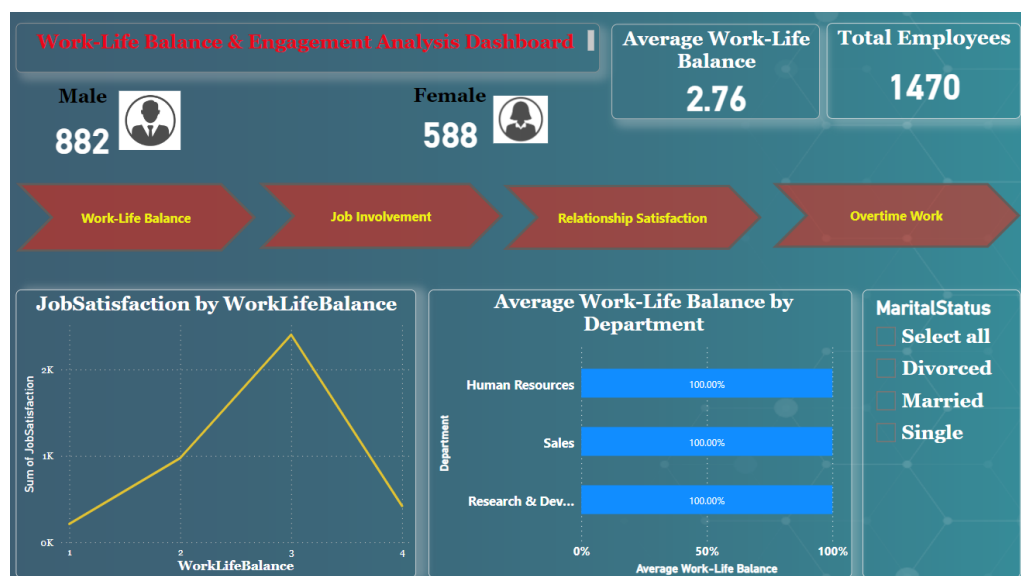
- Foster greater employee involvement in decision-making, offer career development opportunities, and implement targeted training programs to boost job satisfaction and involvement, focusing particularly on Sales Representatives.

## 4. Manage Overtime Effectively:

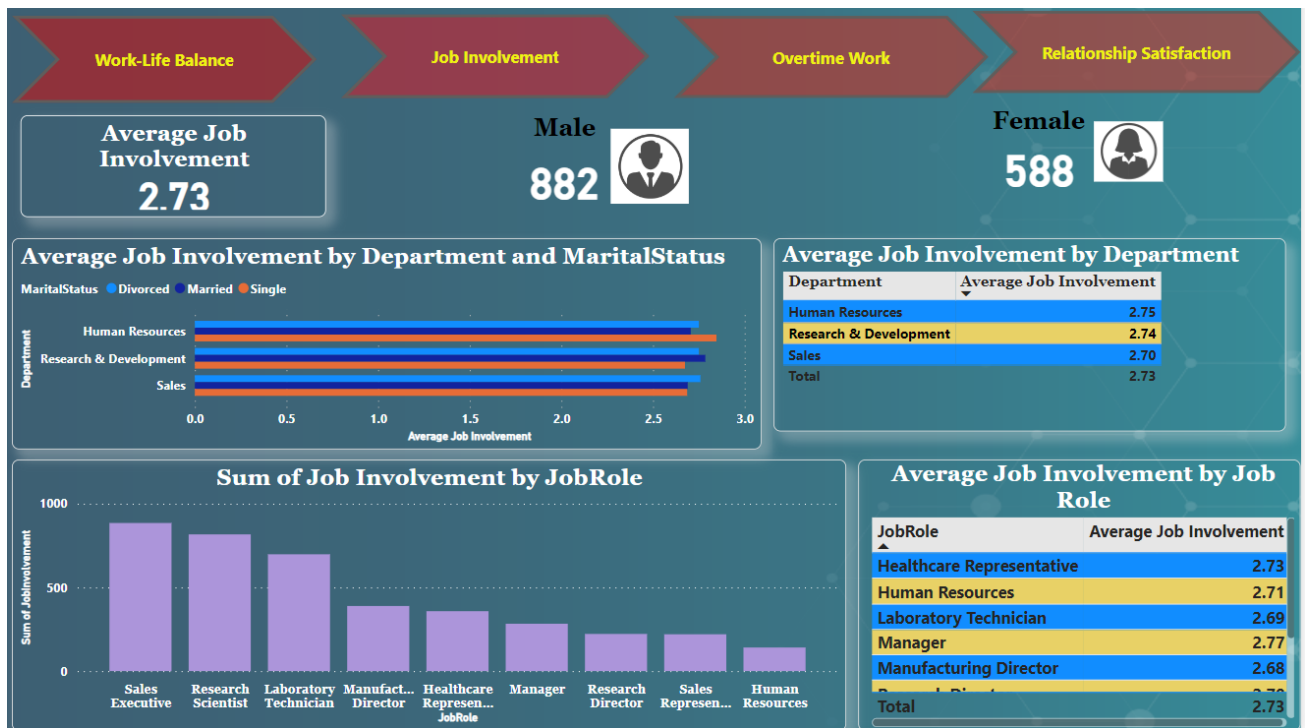
- Evaluate and adjust workloads to minimize overtime. Consider additional staffing where necessary to balance the workload across departments and reduce employee stress.

### DASHBOARD:

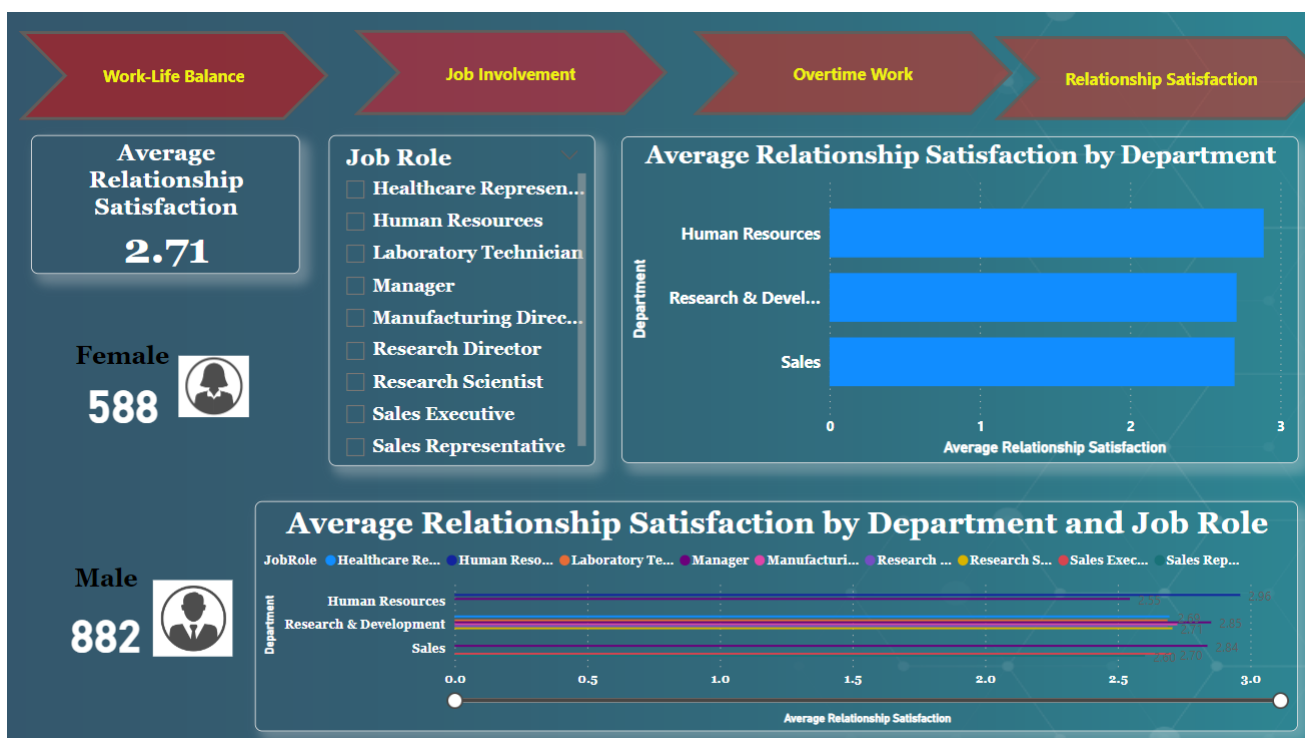
### WORK LIFE BALANCE:



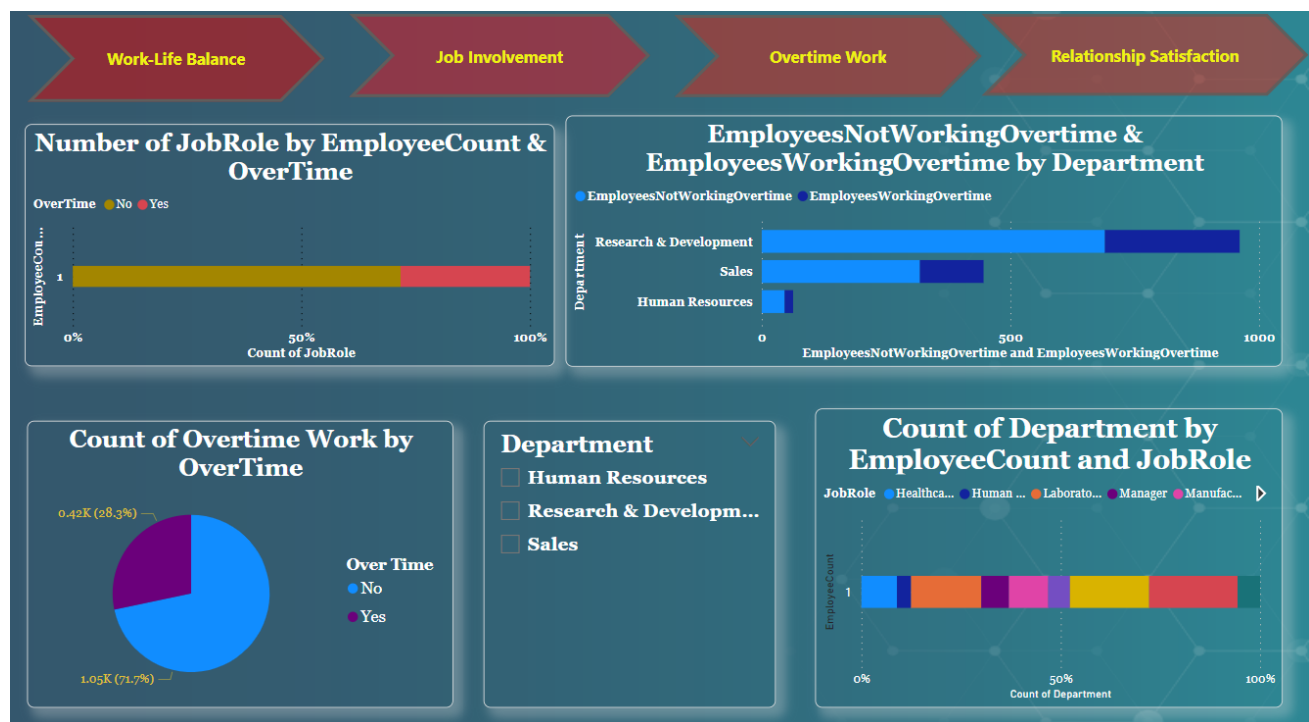
## JOB INVOLVEMENT:



## RELATIONSHIP SATISFACTION:



## OVERTIME WORK:



## Conclusion:

The Work-Life Balance and Engagement Analysis Dashboard provides valuable insights into employee satisfaction and engagement. Key findings include the higher attrition rates among younger employees and those working overtime. The dashboard facilitates targeted interventions to enhance work-life balance, improve job satisfaction, and reduce attrition, contributing to a more engaged and committed workforce.