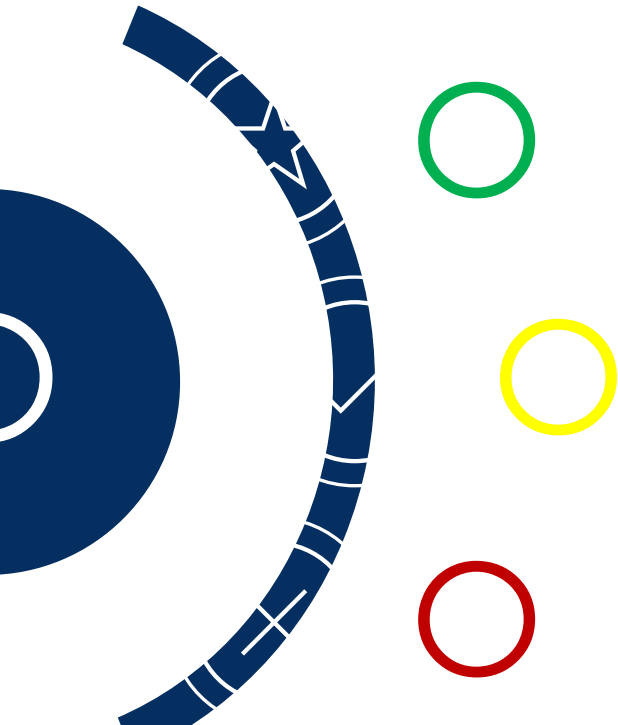


# MANDATORY TRAINING COMPLIANCE DASHBOARD

**Designed and presented by:**

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# ABOUT

The primary objective of this project is to track and improve the compliance rates of mandatory training courses across the organisation. This ensures that all employees meet the necessary training requirements to maintain a high standard of knowledge, safety, and performance.

## A1. ABOUT DATASET

The dataset used for this project includes the following fields:

- **EmployeeID:** Unique identifier for each employee.
- **Name:** Employee's full name.
- **Department:** The department in which the employee works.
- **Training Course:** The specific training course assigned.
- **Training Completion Date:** The date the training was completed.
- **Status:** The completion status of the training (complete/incomplete).

## A2. TOOLS USED FOR THIS PROJECT

**Tableau:** was utilized for its powerful data visualization capabilities. It enabled the creation of dynamic and interactive dashboards that provide clear insights into training compliance metrics.

**Excel:** was used for initial data cleaning, transformation, and validation. Its robust data manipulation features facilitated the preparation of the dataset for further analysis in Tableau.

**ChatGPT:** was instrumental in generating a realistic dummy dataset. This allowed for testing and validation of the dashboard functionalities before deploying it with real data.

## WHY IS THIS PROJECT IMPORTANT?

Tracking training compliance is crucial for ensuring that all employees are up to date with essential skills and knowledge required for their roles. This not only helps in maintaining high performance and safety standards but also ensures that the organization adheres to legal and regulatory requirements. Here are some specific reasons why this project is significant:

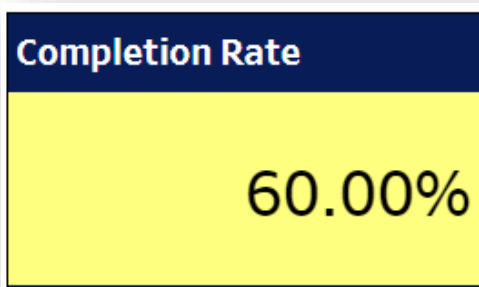
- **Ensures compliance with regulatory and safety standards.**
- **Identifies gaps in training that need to be addressed.**
- **Maintains a skilled and knowledgeable workforce.**
- **Improves overall organizational performance and safety.**
- **Facilitates compliance with industry standards and legal requirements.**

# THE DASHBOARD COMPONENTS

The dashboard is composed of several key components, each designed to provide specific insights into training compliance. These components collectively ensure a comprehensive understanding of compliance rates, pinpoint areas needing attention, and facilitate targeted improvements. Here's a breakdown of each component and its importance:

### Overall Compliance Rate

Shows the status of training compliance (complete/incomplete) organisation wide.



### Completion Rate

Displayed as a percentage and color-coded for clarity:

**Above 80%: Green** (Excellent compliance)

**50%-79%: Yellow** (Moderate compliance)

**Below 50%: Red** (Poor compliance)

This visualization helps in quickly identifying the overall compliance level and areas needing attention.

# Mandatory Training Compliance - Dashboard

## Compliance by Training Course

This section breaks down compliance rates by each training course. It highlights which courses have high or low compliance, enabling targeted interventions to improve specific areas.

Compliance by Training Course				
Training C..	Department			
	Finance	HR	IT	Marketing
Cyber Security	<div><div></div><div></div></div> <div>1</div>	<div><div></div><div></div></div> <div>3 1</div>	<div><div></div><div></div></div> <div>2 3</div>	
Data Protection	<div><div></div><div></div></div> <div>3 1</div>	<div><div></div></div> <div>1</div>	<div><div></div></div> <div>3</div>	<div><div></div></div> <div>4</div>
Workplace Safety	<div><div></div><div></div></div> <div>1 3</div>	<div><div></div><div></div></div> <div>3 1</div>	<div><div></div></div> <div>1</div>	<div><div></div><div></div></div> <div>1 3</div>

## Compliance by Department

This segment shows compliance rates across different departments. It identifies departments that are excelling or struggling with compliance, allowing for department-specific strategies to enhance training completion

Compliance by Department				
Status	Department			
	Finance	HR	IT	Marketing
Complete	5	6	5	5
Incomplete	4	3	4	3

# Mandatory Training Compliance - Dashboard

## Detailed Training Status by Employee

A detailed view of each employee's training status, showing who has completed their training and who has not. This granularity helps managers and HR personnel to follow up with specific employees to ensure compliance.

Detailed Training Status by Employee						
Name	2+ ▾ Department	Training Course	Year of Training Completion Date	Status		
Aiden Martinez	IT	Data Protection	2023	Complete		■
Alexander Scott	Marketing	Workplace Safety	2024	Incomplete		■
Alice Brown	Marketing	Workplace Safety	2023	Complete		■
Amelia Rodriguez	Finance	Data Protection	2024	Complete		■
Ava Wilson	Finance	Workplace Safety	2023	Incomplete		■
Benjamin Perez	IT	Cyber Security	2024	Incomplete		■
Bob Johnson	IT	Cyber Security	2023	Complete		■
Charlotte Adams	Finance	Data Protection	2024	Complete		■
Chris Green	HR	Data Protection	2023	Incomplete		■

## Conclusion

**The Mandatory Compliance Dashboard** is an essential tool for monitoring and improving training compliance across the organisation. By utilising Tableau, Excel, and ChatGPT, I have created a comprehensive and user-friendly dashboard that provides critical insights into training performance and compliance. This helps in maintaining a high standard of employee competence and safety, ultimately contributing to the organisation's overall success.

Mandatory Training Compliance - Dashboard

Mandatory Training Compliance

Tracking Completion Rates Across Departments and Training Courses

