Insights based on Analysis

🔅 Problem Statement:

Change Management

- Change management involves guiding individuals, teams, and organizations through transitions from the current setup to a desired future structure. This can include changes in systems, processes, technologies, team structures, and culture.

- Common problems during change management include communication issues. Employees may resist change if it's not effectively communicated. HR can use problem analysis to find solutions to such issues before they arise.

Employee Engagement

- Problem analysis helps identify issues affecting employee engagement and satisfaction.

- By understanding the root causes of low engagement, HR can implement targeted interventions to improve the workplace experience.

Metrics in an HR Report

- Include relevant metrics related to attendance, absenteeism, and leave patterns.

Examples of metrics

- Absenteeism Rate: Calculate the percentage of missed workdays due to unplanned absences.
- Tardiness: Track instances of late arrivals.
- Leave Balances: Monitor accrued leave balances for each employee.
- Reasons for Absence: Categorize reasons (sick leave, vacation, personal days, etc.) to identify trends.

👨‍💻 Task:

- Special attention is required for employees with the highest rates of absenteeism
- A discussion is needed regarding some employees' paid leave, which is around 40%.
- Some employees opt to work from home every day, while others never work from home
- There is a growing trend of working from home, whereas in-office work is declining.
- The percentage of sick leave has been rising monthly, suggesting a need for additional special precautions.
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- The most common day for sick leave is Monday, at 1.62%, with paid leave at approximately 3%.

🚀 **Implications & Opportunities:**

- **Targeted Interventions:** Based on the identified problems, HR can implement targeted interventions for high absenteeism, work-from-home preferences, and rising sick leave.
- **Develop Work-From-Home Policy:** Create a clear work-from-home policy outlining eligibility, expectations, and guidelines to address the current inconsistency.
- **Employee Communication:** Improve communication with employees to understand their concerns, address the reasons for high paid leave usage, and foster a positive work environment.
- **Monitor and Analyze:** Continuously monitor HR metrics and analyze the effectiveness of implemented solutions, making adjustments as necessary.
- Tuesdays could be the best day for meetings and group activities, as it has the lowest rates of sick and paid leave, with most people working from the office.
- Thursday and Friday are often seen as less ideal for meetings and group activities, and it is generally recommended to avoid scheduling them on these days.

📚 **Learnings:**

Explored HR Metrics, learned new DAX functions and used cool features like Sparklines, Buttons and bookmarks for better visuals and navigation 🌐 💡

🛠️ **Tool Used:**

- PowerBi (Data Analysis, Dashboard & Visualsation)
- Excel
- SQL