**Employee Performance Dashboard Report**

**Date Range:  
19th March 2018 – 30th September 2023**

**Key Metrics Overview:**

1. Average Project Completion Rate: 84.2%
2. Average Satisfaction Score: 4.4 (on a scale of 5)
3. Average Training Hours: 19.9 hours per employee

**Detailed Insights:**

**1. Training-Wise Satisfaction Scores vs Project Completion Rates**

The graph highlights satisfaction and completion rates for various training topics:

* **Top-performing training areas:**
  + Advanced Excel and Agile Methodology show the highest satisfaction scores and project completion rates.
  + Customer Management and Recruitment Strategies follow closely.
* **Low-performing training areas:**
  + Employee Relations, Leadership Skills, and Data Science have lower satisfaction scores and project completion rates, indicating areas for improvement.

**2. Drill-Down Analysis: Department and Role-Wise Metrics**

The chart displays department and role-wise performance metrics:

* **Best-performing department:**
  + Sales with a 66.87% project completion rate and a 4.4 satisfaction score.
* **Other department performances:**
  + HR: Completion rate of 66.44%, satisfaction score of 4.3.
  + Engineering: Completion rate of 65.51%, satisfaction score of 4.6.
  + Marketing: Completion rate of 63.44%, satisfaction score of 4.5.

**3. Top 5 Employee Satisfaction Performers**

Employees with the highest satisfaction scores are highlighted:

* Dan Murphy (Sales): 4.90
* Frank Miller (Engineering): 4.90
* Nick Ward (Engineering): 4.90
* Rose Kelly (Engineering): 4.90  
  These employees excel in roles requiring expertise in Advanced Excel, Data Analysis, and Project Management.

**4. Feedback Sentiment Breakdown**

The sentiment analysis reveals the distribution of feedback:

* **Positive Feedback: 50%**
* **Neutral Feedback: 26%**
* **Negative Feedback: 24%**The high percentage of positive feedback indicates overall employee satisfaction, but addressing the 24% negative feedback is crucial to improving employee engagement.

**Key Recommendations:**

1. **Focus on Low-Performing Training Areas:**
   * Enhance training programs for Employee Relations, Leadership Skills, and Data Science to boost satisfaction and project outcomes.
2. **Department-Specific Improvements:**
   * Explore reasons behind Marketing's lower completion rate and satisfaction, and provide targeted support.
3. **Leverage High Performers:**
   * Recognize and reward top-performing employees like Dan Murphy and Frank Miller to sustain motivation and encourage knowledge sharing.
4. **Address Negative Feedback:**
   * Conduct a deeper analysis of the 24% negative feedback and implement actionable changes to improve sentiment scores.

**Conclusion**

This dashboard highlights key areas of employee performance and satisfaction, providing actionable insights for organizational improvement. By addressing low-performing areas and leveraging strengths, the organization can further enhance productivity and employee satisfaction.