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Work-Life Balance and Engagement Analysis Report

Abstract :

Create a Work-Life Balance and Engagement Analysis dashboard, and then analyze the dashboard to identify the areas of improvement, to ensure the employees well-being and satisfaction. 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.

Tools Used :
MS Excel, Tableau.

Data Set :

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.

Key Performance Indicators (KPIs) :

Total Workforce:1,470

Current Active Employees: 1,233
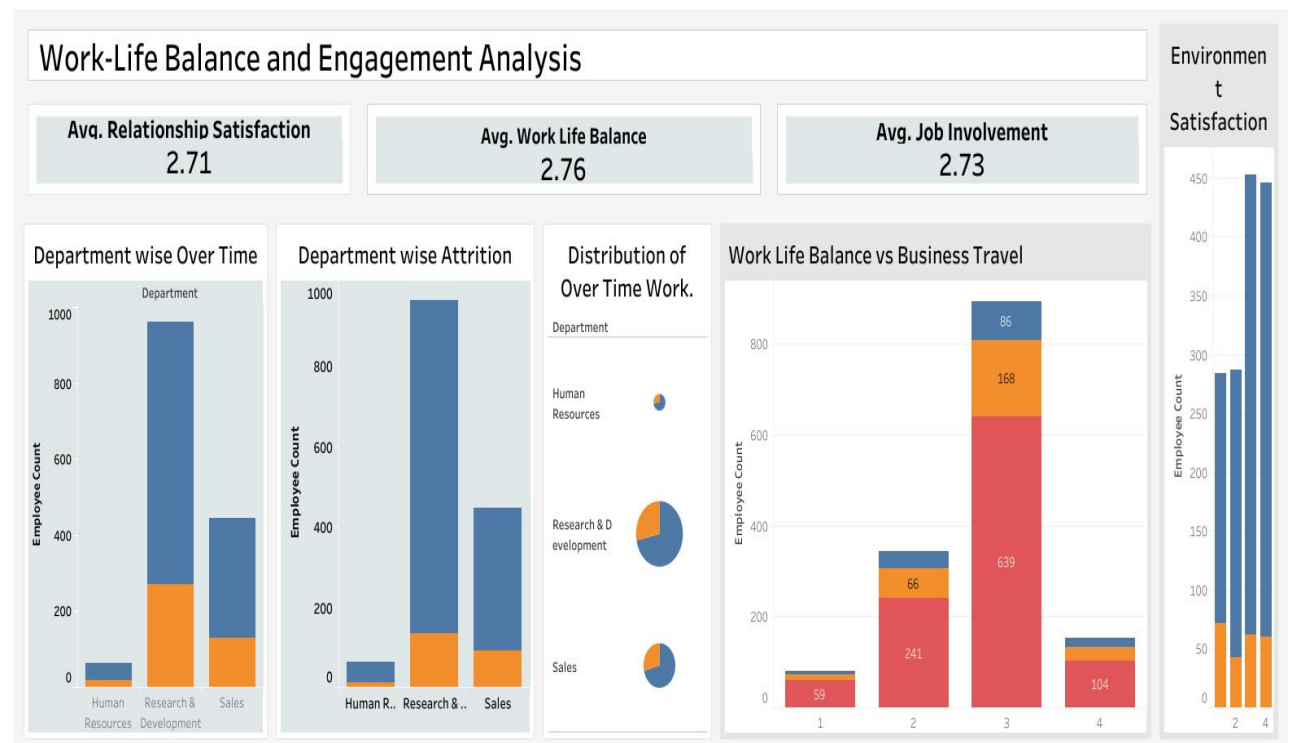
Total Attrition: 237

Employees with Overtime: 416

Overall Attrition Rate: 16.12%

Work-Life Balance Average: 2.76/5

Job Involvement Average: 2.73/5

Job Satisfaction Average: 2.73/5

Dashboard :

Work-Life Balance and Engagement Analysis

Avg. Relationship Satisfaction	Avg. Work Life Balance	Avg. Job Involvement
2.71	2.76	2.73

Department wise Over Time

Department wise Attrition

Distribution of Over Time Work.

Work Life Balance vs Business Travel

Environment Satisfaction

Insights :

1. 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)

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.