

**COURSE OVERVIEW IT0178-6D**  
**Customized Power BI Training for HR Team**

**Course Title**

Customized Power BI Training for HR Team

**Course Date/Venue**

June 07-11, 2026/TBA Meeting Room, Four Points by Sheraton Jeddah Corniche, Jeddah, KSA and, June 18, 2026/Online Virtual Training

**Course Reference**

IT0178-6D



**Course Duration/Credits**

2 days (Two): Classroom Training  
 3 days (Three): Hands-on Transformation Workshops  
 1 day (One): Remote Follow-up Session  
 Total: 6 days (Six) / 3.4 CEUs/34 PDHs

**Course Description**



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the “Microsoft Power BI” and “MS Excel” application.***

This intensive course is designed to enable HR professionals to transition from traditional Excel-based reporting into fully automated, interactive, and data-driven Power BI dashboards. The course combines instructor-led technical training with hands-on transformation workshops where participants convert actual HR reports and operational files into Power BI solutions.



The course emphasizes practical implementation, HR analytics, automation, dashboard development, DAX calculations, data modeling, and troubleshooting to ensure sustainable adoption within the HR function.



Further, the course will also discuss the power BI fundamentals and HR data preparation; connecting HR data sources and data cleaning with power query; the HR data modeling fundamentals, basic visualizations for HR reporting and HR reporting use cases; the DAX syntax fundamentals, calculated columns and measures, aggregation functions and time intelligence basics; the advanced HR metrics development, data modeling techniques and dashboard design; and the automation and scheduled refresh and HR executive reporting.

During this interactive course, participants will learn the current Excel reports and reporting challenges; defining dashboard objectives and prioritizing critical reports; the data mapping and structuring, dashboard prototype development and report automation techniques; the progress review and optimization, advanced dashboard development and advanced DAX implementation; the HR analytics visualization, dashboard standardization, data security, access control and workshop progress monitoring; the final report conversion, dashboard performance optimization, publishing, collaboration, troubleshooting common issues and HR analytics best practices; and the real-world usage review, troubleshooting session and dashboard fine-tuning.

### Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on power BI for HR team
- Discuss power BI fundamentals and HR data preparation as well as apply connecting HR data sources and data cleaning with power query
- Identify HR data modeling fundamentals, basic visualizations for HR reporting and HR reporting use cases
- Explain DAX syntax fundamentals, calculated columns and measures, aggregation functions and time intelligence basics
- Carryout advanced HR metrics development, data modeling techniques and dashboard design
- Discuss automation and scheduled refresh and HR executive reporting
- Review current Excel reports, identify reporting challenges, define dashboard objectives and prioritize critical reports
- Apply data mapping and structuring, dashboard prototype development and report automation techniques
- Carryout progress review and optimization, advanced dashboard development and advanced DAX implementation
- Employ HR analytics visualization, dashboard standardization, data security, access control and workshop progress monitoring
- Apply final report conversion, dashboard performance optimization, publishing, collaboration, troubleshooting common issues and HR analytics best practices
- Carryout real-world usage review, troubleshooting session and dashboard fine-tuning

### Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

### Who Should Attend

This course provides an overview of all significant aspects and considerations of customized power BI training for HR managers, HR analysts, HR reporting specialists, workforce planning teams, recruitment and talent analytics teams and HR operations personnel.

**Training Methodology**

- Instructor-Led Interactive Sessions
- Hands-on Practical Exercises
- HR-Specific Case Studies
- One-on-One Coaching Workshops
- Live Dashboard Development
- Guided Excel-to-Power BI Migration
- Post-Implementation Review Session

**Learning Design & Customization**

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

**Virtual Training (If Applicable)**

If this course is delivered online as a Virtual Training, the following limitations will be applicable:-

Certificates	Only soft copy certificates will be issued to participants through Haward’s Portal. This includes Wallet Card Certificates if applicable
Training Materials	Only soft copy Training Materials (PDF format) will be issued to participant through the Virtual Training Platform
Training Methodology	80% of the program will be theory and 20% will be practical sessions, exercises, case studies, simulators or videos
Training Program	The training will be for 4 hours per day starting at 0930 and ending at 1330
H-STK Smart Training Kit	Not Applicable
Hands-on Practical Workshops	Not Applicable
Site Visit	Not Applicable
Simulators	Only software simulators will be used in the virtual courses. Hardware simulators are not applicable and will not be used in Virtual Training

**Course Fee**

**US\$ 7,000** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Accommodation**


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.4 CEUs** (Continuing Education Units) or **34 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. Peter Lalos, PhD, MSc, BSc, is a Senior IT, Telecommunications, Control & Electronics Engineer & Accounting & Finance Consultant with over 30 years of extensive experience in the areas of Power BI Desktop, Power Query, Automated BI Reports, Data Modelling, PowerPivot, PowerView, Calculated Columns & Measures using DAX, Developing & Embedding Transparent & Maintainable Business Logic, Asymmetric Reporting, M Language within Power Query, SAP BI, Business Intelligence Technologies, Data Label Communication, Data Integration Techniques, Big Data Techniques, Advanced Database Management Systems, Artificial Intelligence, AI & Data Governance, AI in Data Management, Network Security, IT Performance Management, IT Performance Success Factors, Critical Factors for IT Performance, IT Metrics Management, IT Matrix & Protocols, IT Service Management, IT Service Management Strategy, Information Technology Architectures, IT Disaster Recovery & Planning, IT Risk Management Concepts, IT Risk Management Standard Approaches, IT Risk Management Planning, IT Risk Identification, IT Risk Monitoring & Control, Understanding & Contributing to Company's IT Strategy, E-Communication & Collaboration Skills, Financial Analysis Techniques, Financial Analysis, Evaluation & Budgeting, Financial Analysis, Budgeting & Feasibility Study, Financial & Accounting Management, Financial Accounting Principles, Accounting Principles & Framework, Accounting Policy Framework, Accounting & Financial Strategy, Accounting & Performance Measurement, General Accounting, Control & Internal Auditing, Operational & Financial Auditing, Finance & Accounting Principles, Fund & Accounting Procedures, Financial Statements Review, Accounts Payable Management, Virtual Communication, Social Networking, Business Intelligence Tools, Application Architecture, Logical Applications, Interfaces & Services, Logical & Physical Components, Portfolio Management, Application Security, Application Integration Technologies & Strategies, Solution Architecture Patterns, Web Applications & Services, Mobile & Cloud Applications, Blended Learning Programs, Web Programming, E-Commerce Strategies, Web Design, HCI, 3D Animation, Multimedia Design, Gamification Techniques and Internal & External Auditing. Further, he is also well-versed in ACAD, ASP, PHP, JSP, MS Visual Studio, VB.NET, ASP.NET, Moodle administration, Design & Development, WAMP & LAMP, Oracle Design, Oracle JDeveloper, Oracle 11g, PL/SQL, MS SQL Server, MySQL, MS Access, HTML5, CSS, XML, XSD/ XSL, JavaScript, Ajax, Angular, jQuery, Web Services Adobe Suite, MS Office 2013, IIS Servers, MS Exchange Server & Apache Tomcat, Open Source CMS Expert (Xaraya, Joomla, Mambo) & Module Development, Open Source E-commerce Expert (oscommerce, Joomla & Virtuemart) and Module Development. Currently, he is the IT Instructor/Subject Matter Expert and Course Developer of the University of Liverpool, UK, wherein he lectures various courses in Information Systems Program and develop courses in Information Technology project management and security risk management.**

During his career life, Dr. Lalos has gained his practical and field experience through his various significant positions and dedication as the **IT Manager, Bid Manager & S/W Developer, Project Manager, E-Learning Software Manager, Finance Manager, Scrum Master, IT Professor, IT Lecturer/Trainer, Telecommunications, Control & Electronics Lecturer, Physics Instructor, Scientific Advisor, E-Learning Specialist, Undergraduate & Postgraduate Thesis Supervisor, IT Contractor, Laboratory Administrator, Moodle Expert & Administrator and Telecommunications Engineer** for various companies and universities such as the University of Greenwich, Empire State College, Roehampton University, University of East London, Athens Technology Center, University of Athens, **ShellGas**, Advanced Services Group (ASG), Piraeus University, Chemmedia Hellas Ltd., Conceptum S.A, IEK and Frontistirio Apopsi.

Dr. Peter has a **PhD in IT, Telecommunications, Control & Electronics** from the **University of Athens**, a **Master's degree in Information Technology with Web Technology** from the **University of Paisley, UK** and a **Bachelor's degree in Physics** from the **Aristotelian University of Thessaloniki, Greece**. Further, he is a **Certified Instructor/Trainer**, a **Scrum Master**, a **Certified Administrator**, an **LMS Specialist** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. He has further published several journals, participated as an author in various projects and conducted numerous trainings, courses, workshops, seminars and conferences internationally.

## Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

### (1) Phase 1 — Foundations & Advanced Features

#### **Day 1: Power BI Fundamentals & HR Data Preparation**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Power BI Ecosystem</b> Overview of Power BI Components • Power BI Desktop versus Service versus Mobile • HR Reporting Transformation Concepts • Understanding Business Intelligence Workflows
0930 – 0945	Break
0945 – 1030	<b>Connecting HR Data Sources</b> Importing Excel HR Files • Connecting to Databases and Cloud Sources • Data Refresh Concepts • Managing Multiple Data Sources
1030 – 1130	<b>Data Cleaning with Power Query</b> Data Transformation Techniques • Handling Missing & Duplicate Records • Standardizing HR Data Formats • Merging and Appending Queries
1130 – 1215	<b>HR Data Modeling Fundamentals</b> Building Relationships Between Tables • Star Schema Concepts • Fact & Dimension Tables • HR Data Structuring Best Practices
1215 – 1230	Break
1230 – 1330	<b>Basic Visualizations for HR Reporting</b> Charts and KPI Cards • Tables and Matrix Visuals • Slicers and Filters • Interactive Dashboard Navigation
1330 – 1420	<b>HR Reporting Use Cases</b> Employee Headcount Analysis • Absenteeism Monitoring • Recruitment Status Tracking • Basic Workforce Demographics Dashboards
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

#### **Day 2: Advanced Analytics, DAX & Interactive Dashboards**

0730 – 0830	<b>Introduction to DAX Formulas</b> DAX Syntax Fundamentals • Calculated Columns versus Measures • Aggregation Functions • Time Intelligence Basics
0830 – 0930	<b>Advanced HR Metrics Development</b> Employee Turnover Calculations • Recruitment Funnel Analytics • Attrition Trend Analysis • Workforce Planning Indicators
0930 – 0945	Break
0945 – 1100	<b>Advanced Data Modeling Techniques</b> Many-to-Many Relationships • Cross Filtering Techniques • Optimizing Data Models • Performance Best Practices
1100 – 1215	<b>Advanced Dashboard Design</b> Dashboard Layout Best Practices • Drill-Through Functionality • Bookmarks & Navigation Buttons • Dynamic Visual Interactions



1215 – 1230	Break
1230 – 1330	<b>Automation &amp; Scheduled Refresh</b> Publishing to Power BI Service • Configuring Data Refresh • Sharing Dashboards Securely • Managing User Access & Permissions
1330 – 1420	<b>HR Executive Reporting</b> Executive KPI Dashboards • Department Performance Analytics • Diversity & Inclusion Reporting • Strategic HR Decision-Making Dashboards
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

**(2) Phase 2 — Individual Transformation Workshops**

**Day 3: Excel-to-Power BI Migration Workshop I**

0730 – 0830	<b>Existing HR Report Assessment</b> Reviewing Current Excel Reports • Identifying Reporting Challenges • Defining Dashboard Objectives • Prioritizing Critical Reports
0830 – 0930	<b>Data Mapping &amp; Structuring</b> Source Data Validation • Mapping Excel Fields to Power BI • Standardizing Data Inputs • Data Quality Improvement
0930 – 0945	Break
0945 – 1100	<b>Dashboard Prototype Development</b> Creating Initial Dashboard Layouts • Building KPI Visualizations • Adding Filters and Slicers • Implementing HR Metrics
1100 – 1215	<b>Report Automation Techniques</b> Eliminating Manual Reporting Tasks • Auto Refresh Configuration • Dynamic Report Updates • Centralized Reporting Concepts
1215 – 1230	Break
1230 – 1330	<b>Individual Coaching Sessions</b> One-on-One Guidance • Solving User-Specific Challenges • Improving Dashboard Usability • Best Practice Recommendations
1330 – 1420	<b>Progress Review &amp; Optimization</b> Reviewing Dashboard Outputs • Performance Adjustments • Error Identification • User Feedback Collection
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

**Day 4: Excel-to-Power BI Migration Workshop II**

0730 – 0830	<b>Advanced Dashboard Development</b> Multi-Page Dashboard Creation • Advanced Drill-Down Features • Interactive HR Analytics • Cross-Department Reporting
0830 – 0930	<b>Advanced DAX Implementation</b> Conditional Calculations • Dynamic Measures • Advanced Time Intelligence • Ranking & Benchmarking Functions



0930 – 0945	Break
0945 – 1100	<b>HR Analytics Visualization</b> Recruitment Analytics Dashboards • Employee Performance Tracking • Learning & Development Metrics • Compensation & Benefits Reporting
1100 – 1215	<b>Dashboard Standardization</b> Applying Corporate Branding • Consistent KPI Structures • Standard Reporting Templates • Dashboard Governance
1215 – 1230	Break
1230 – 1330	<b>Data Security &amp; Access Control</b> Role-Level Security • Data Confidentiality Management • User Permissions Setup • Secure Sharing Practices
1330 – 1420	<b>Workshop Progress Monitoring</b> Dashboard Validation • Reviewing Conversion Accuracy • Enhancing User Experience • Finalizing Core Reports
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

**Day 5: Finalization & Operation Deployment**

0730 – 0830	<b>Final Report Conversion</b> Completing Remaining HR Reports • Final Dashboard Testing • Data Accuracy Validation • Operational Readiness Checks
0830 – 0930	<b>Dashboard Performance Optimization</b> Improving Refresh Speed • Optimizing DAX Performance • Reducing File Size • Enhancing Visualization Efficiency
0930 – 0945	Break
0945 – 1100	<b>Publishing &amp; Collaboration</b> Publishing to Power BI Service • Team Collaboration Features • Sharing Dashboards with Management • Exporting & Presentation Options
1100 – 1215	<b>Troubleshooting Common Issues</b> Data Refresh Errors • Relationship Issues • Visualization Problems • DAX Formula Debugging
1215 – 1230	Break
1230 – 1330	<b>HR Analytics Best Practices</b> Data-Driven HR Decision Making • Dashboard Maintenance Strategies • Reporting Governance • Continuous Improvement Approaches
1330 – 1420	<b>Final Participant Deliverables</b> Completed HR Dashboards • Automated Reporting Solutions • Individual Dashboard Presentations • Instructor Feedback & Recommendations
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Five

**(3) Phase 3 — Follow-Up & Quality Review**

**Day 6: Remote Follow-Up Session (Subsequent Thursday)**

0930 – 1000	<b>Real-World Usage Review</b> User Experience Discussion • Reviewing Operational Challenges • Dashboard Adoption Assessment • Feedback Collection
1000 – 1030	<b>Troubleshooting Session</b> Resolving Technical Issues • Data Refresh Corrections • Visualization Improvements • DAX Optimization Support
1030 – 1035	Break
1035 – 1100	<b>Dashboard Fine-Tuning</b> Enhancing User Interface • Improving Navigation • KPI Adjustment & Calibration • Performance Enhancements
1100 – 1130	<b>Advanced Q&amp;A Session</b> Addressing User Questions • Advanced Reporting Techniques • Additional HR Analytics Ideas • Best Practice Clarifications
1130 – 1230	<b>Sustainability &amp; Governance</b> Maintaining Power BI Solutions • Governance Frameworks • User Roles & Responsibilities • Future Expansion Planning
1230 – 1245	Break
1245 – 1310	<b>Program Wrap-Up &amp; Recommendations</b> Final Review of Deliverables • Lessons Learned • Continuous Improvement Roadmap • Closing Remarks & Certification Guidance
1310 – 1315	<b>Course Conclusion</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1315 – 1330	<b>POST-TEST</b>
1330	End of Course

**Expected Deliverables**

By the end of the program, participants will achieve:

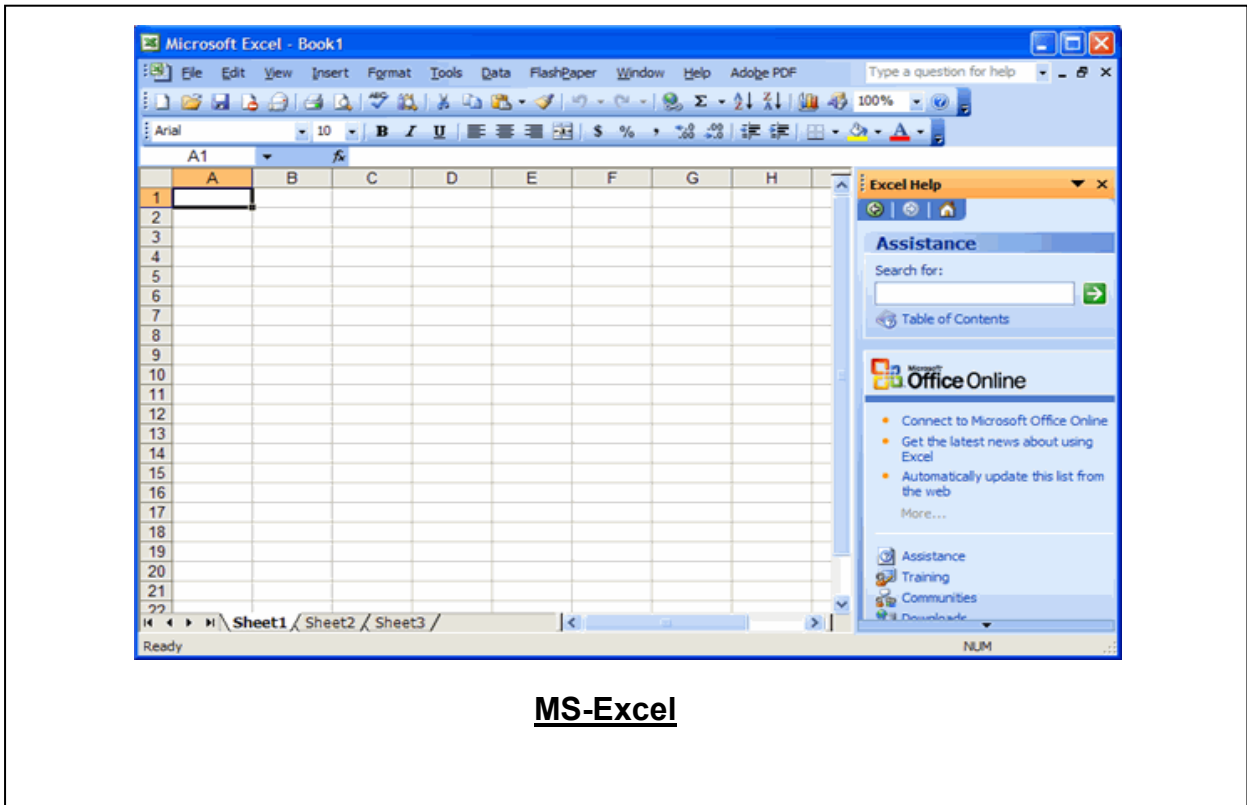
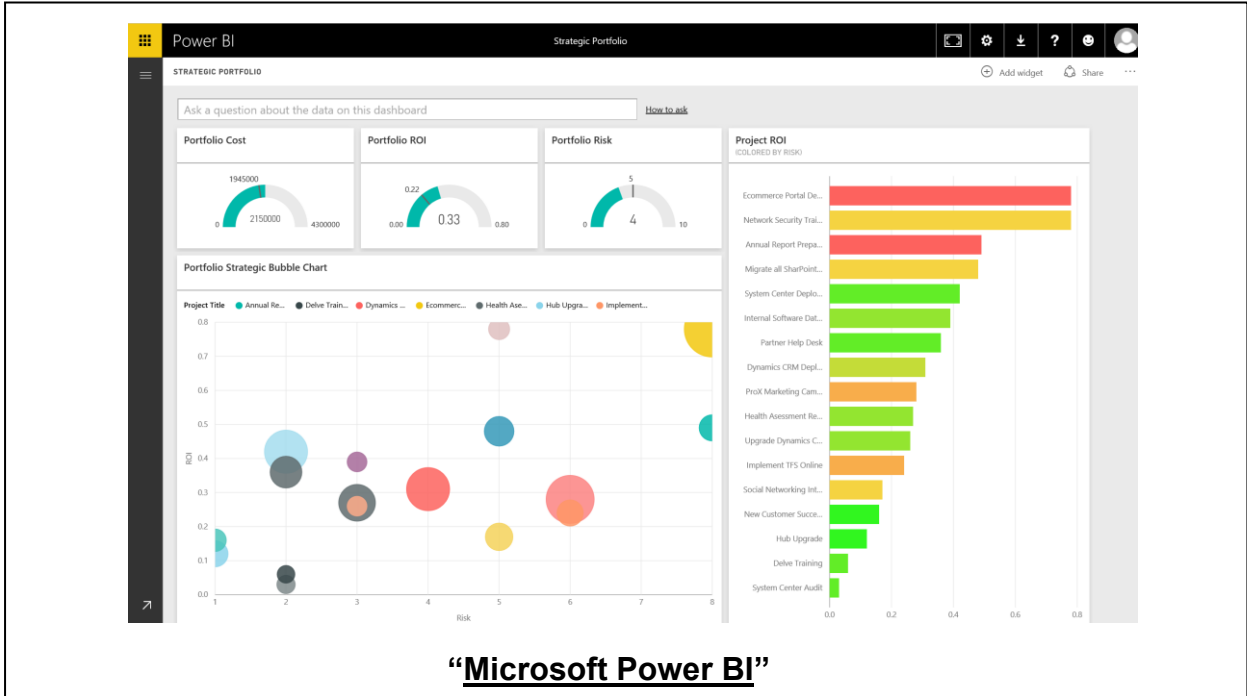
- Fully operational HR Power BI dashboards
- Automated HR reporting processes
- Migrated Excel-based reports into Power BI
- Advanced HR analytics capabilities
- Interactive executive dashboards
- Enhanced reporting efficiency and accuracy

**Software Requirements**

- Microsoft Power BI Desktop (Latest Version)
- Microsoft Excel
- Access to HR sample datasets and existing reports
- Stable internet connection for remote follow-up session

**Hands-on Practical Sessions**

Practical session will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Microsoft Power BI” and “MS-Excel” application.



**Course Coordinator**

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