



SeLD 8300: Effective Secretarial and HR Reporting

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A blue pen with a silver tip is positioned diagonally across the left side of the image. It rests on a document featuring a bar chart with several blue bars of varying heights. The background is a light blue gradient. A white, torn-paper-like shape separates the image from the text on the right.

Summary Statement

SeLD **8300**: Effective Secretarial and HR Reporting Data improves the experience of employees and stakeholder in an organization. It also helps to boost their engagement. This presentation considers the importance of reporting and analysis of data and how it can be done more easily.



What is HR Reporting?

HR Reporting includes:

Gathering the
Data and Relevant
Information

Interpreting the
Findings

Implementing
Steps to address
findings

What is an HR Report?

Fundamentally, an HR report is an analytical method used to display human resources-related stats, insights, and metrics with the primary purpose of improving workforce performance, recruiting procedures, and other relevant HR processes with the help of HR dashboards.

Weekly, Monthly, Quarterly & Annual HR Report Templates To Empower Your Management [Bernardita Calzon](#) in [Reporting](#), Jun 9th 2023



Significance of Reporting

Reports are written to present and discuss research findings. They provide the reader with the rationale for the research, a description of the method used to conduct the research, the findings, results, a logical discussion, and conclusions/recommendations.

www.2.eit.ac.nz/library/OnlineGuides/ReportWriting.pdf



HR Resource

Whether you realize it or not, your human resources (HR) department is one of the most pivotal sectors within your business. If managed strategically, your HR department could enhance your business in a number of ways.

Weekly, Monthly, Quarterly & Annual HR Report
Templates To Empower Your Management [Bernardita Calzon](#) in [Reporting](#), Jun 9th 2023





Interpreting the Findings

Employee Performance Dashboard

Absenteeism



7,7 days

Avg Yearly Absenteeism

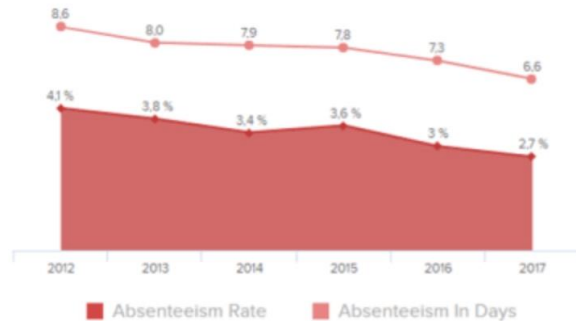
Avg Absenteeism Rate

Target < 3.8%



3,4%

Absenteeism Over The Last 5 Years



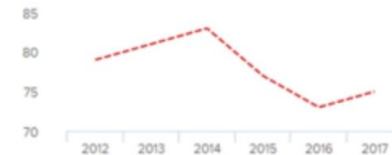
Overtime Hours



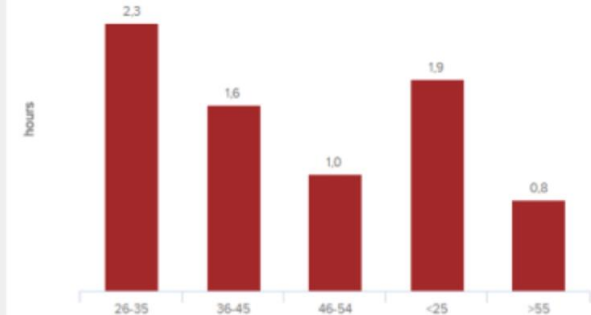
1,5 hrs

Avg Overtime Per Week

Yearly Avg Overtime Hours (Per Employee)



Avg Overtime By Age Group



Training Costs

Training Costs By Training Years And Duration Of Training



Overall Labor Effectiveness (OLE)

OLE Over The Last 5 Years



OLE By Department



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Absenteeism rate:

- This enables businesses to measure the engagement level of employees and is an important KPI because it indicates an employee's level of motivation and engagement with his or her work and the company as a whole. Organizations should keep a close eye on this metric and must always attempt to reduce the number because of the impact on productivity. Companies can determine the reason behind employee absenteeism rates over the past month to see if it's unique to a certain department or if it's a widespread issue throughout the entire organization.

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Overtime hours:

- This enables organizations to track employee workloads in greater detail and shows employee dedication as well as work process flaws. This metric directly affects the absenteeism rate metric, and a permanent high workload is sure to reduce employee satisfaction levels, which can result in an increase in absenteeism rates. Permanently high overtime can limit the company's growth potential while resulting in missing projects or orders.

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Training cost:

- These metrics are used to calculate the investment that has gone towards onboarding new hires and upgrading the skill level of the employees. It tracks employee development costs and new skill requirements. Training costs are not limited to new hires and extend to better job development skills and continuous learning.

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Workers' Personality Traits



Employee productivity:

- This determines the effectiveness of your labor force which is calculated by dividing the total sales by the number of employees. Components that factor into this metric include availability and the number of hours they work, employee performance, the number of products delivered, and the quality of saleable products produced during a set period. Productivity metrics enable companies to understand employee performance and adjust working processes where applicable.

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The background of the slide features a blurred image of a calendar with a red header and several yellow sticky notes attached to it. The text is overlaid on this background.

Implementing Steps to address Findings



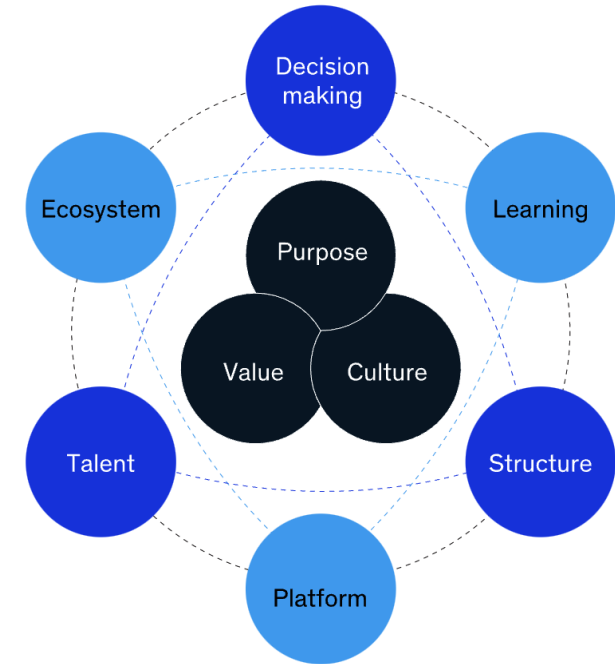
Equipping HR

People are the key to workplace excellence. If you give HR the knowledge and time to work with people, they can build the kind of culture, policies, and practices that set entire organizations free to be better at what they do. And when you give employees the power to help themselves, they feel more valued and capable as contributors rather than simple assets. © 2023 Bamboo HR LLC. All Rights Reserved. BambooHR® is a registered trademark of Bamboo HR LLC

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Nine HR Imperatives to Ready an Organization for the Future

- *The new possible: How HR can help build the organization of the future. March 12, 2021 | Article - McKinsey & Company*



Purpose

- Companies that execute with purpose have greater odds of creating [significant long-term value generation](#), which can lead to stronger financial performance, increased employee engagement, and higher customer trust.
- What is your company's core reason for being, and where can you have a unique, positive impact on society? Now more than ever, you need good answers to those questions—purpose is not a choice but a necessity.

The new possible: How HR can help build the organization of the future

March 12, 2021 | Article - McKinsey & Company

Talent

- Organizations that can reallocate talent in step with their strategic plans are more than twice as likely to outperform their peers. To link talent to value, the best talent should be shifted into critical value-driving roles. That means moving away from a traditional approach, in which critical roles and talent are interchangeable and based on hierarchy.

The new possible: How HR can help build the organization of the future

March 12, 2021 | Article - McKinsey & Company

Talent *Cont'd*

- Getting the best people into the most important roles requires a disciplined look at where the organization really creates value and how top talent contributes. Consider Tesla's effort to create a culture of fast-moving innovation, or Apple's obsessive focus on user experience. These cultural priorities are at the core of these companies' value agendas.

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Culture

- Culture is the foundation on which exceptional financial performance is built.
- Culture change should be business-led, with clear and highly visible leadership from the top, and execution should be rigorous and consistent. Companies are more than five times more likely to have a successful transformation when leaders have role-modeled the behavior changes they were asking their employees to make.

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Culture *cont'd*

- To strengthen an organization's identity, HR should ask the following questions:

How can we develop an energizing sense of purpose that has a tangible impact on our strategic choices and ways of working?

How can we identify key talent roles and focus them on creating value?

The new possible: How HR can help build the organization of the future

March 12, 2021 | Article - McKinsey & Company

Make better decisions—faster

- Companies that make decisions at the right organizational level and that have fewer reporting layers are more likely to deliver consistently on quality, velocity, and performance outcomes and thus outperform their industry peers.

The new possible: How HR can help build the organization of the future

March 12, 2021 | Article - McKinsey & Company

Make better decisions—faster *cont'd*

- HR can help with strong decision making by empowering employees to take risks in a culture that rewards them for doing so. McKinsey research revealed that employees who are empowered to make decisions and who receive sufficient coaching from leaders were three times more likely to say that their companies' delegated decisions were both high quality and speedy.

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Learning – reskilling and upskilling

- Effective reskilling and upskilling will require employees to embark on a blended-learning journey that includes traditional learning (training, digital courses, job aids) with nontraditional methods (enhanced peer coaching, learning networks, the mass personalization of change, “nudging” techniques).

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Learning – reskilling and upskilling *cont'd*

- For instance, Microsoft shifted from a “know it all” to a “learn it all” ethos, incorporating open learning days, informal social learning opportunities, learning data for internal career paths, and new platforms and products for its partner network.

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Create a value-enhancing HR ecosystem

- Increased value can be created through ecosystems where partners share data, code, and skills. Success now requires “blurry boundaries” and mutually dependent relationships to share value. The need of the hour is for HR to collaborate on and leverage the landscape of HR tech solutions across the employee life cycle—from learning, talent acquisition, and performance management to workforce productivity—to build an effective HR ecosystem.

The new possible: How HR can help build the organization of the future

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Create a value-enhancing HR ecosystem *cont'd*

- To strengthen an organization's scalability, HR should ask the following questions:
 - How can we set up platforms spanning multiple players in the ecosystem and enable new sources of value and employee experience through them?
 - How can we become the best company to partner with in the ecosystem? How can we set ourselves up for fast partnering and make the ecosystem accessible?
 - What are the critical skills that drive future value creation and how can we upskill our talent base accordingly?

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Structure - Adopt new organizational models

- HR can be instrumental in shifting an organization from a traditional hierarchy to a marketplace that provides talent and resources to a collection of empowered small teams, helping them to achieve their missions and acting as a common guiding star.

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Structure - Adopt new organizational models *cont'd*

- To be successful, a transformation should touch every facet of an organization—people, process, strategy, structure, and technology. HR can help create an iterative approach by developing core elements of the people-management process, including new career paths for agile teams, revamped performance management, and capability building. It should lead by example as well, by shifting to agile “flow to work” pools in which individuals are staffed to prioritized tasks.

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Value - Scalability: How HR can drive value creation

- The new normal of large, rapidly recurring skills gaps means that reskilling efforts must be transformational, not business as usual or piecemeal.

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Platform – Looking ahead: How transformation happens

- As the organization of the future takes shape, HR will be the driving force for many initiatives: mapping talent to value; making the workforce more flexible; prioritizing strategic workforce planning, performance management, and reskilling; building an HR platform; and developing an HR tech ecosystem. For other initiatives, HR can help C-suite leaders push forward on establishing and radiating purpose, improving employee experience, driving leadership and culture, and simplifying the organization.

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