

CIPHR Decisions Familiarisation

This half-day course is recommended for new users of the CIPHR Decisions product. The emphasis during this day will be to equip the delegates with the knowledge to analyse and output data from CIPHR HR.

PRECONDITIONS

No prior knowledge of CIPHR Decisions is required however a knowledge of pivot tables and Microsoft Excel would be beneficial

OBJECTIVES

Delegates should complete the course able to:

- Demonstrate knowledge in the concepts and terminology used in CIPHR Decisions.
- Demonstrate confidence in manoeuvring around the various areas of the product.
- Identify existing and configure new users of CIPHR Decisions.
- Define new analysis views to examine data from CIPHR HR.
- Demonstrate knowledge of filtering information using CIPHR Decisions.
- Explain and use the Export functionality.
- Identify and use the Key Performance Data page.

COURSE CONTENT

The CIPHR Decisions Familiarisation course will cover:

- Introducing concepts and terminology used in CIPHR Decisions.
- Creating a new user and configuring those areas available to that user.
- Creating Views that can be used to analyse data from CIPHR HR.
- Using the CIPHR Decisions toolbar and familiarisation of the data analysis screen.
- Using filtering and Pivot Table views to summarise data.
- Using the options available to export the data to other applications.
- The introduction and use of the Key Performance Data page in order to review the contents and how to switch between graphical and text formats.

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

This outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.

TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre