ReliefLAB

Humanitarian HR Analytics with Excel

From Recruitment Tracking to Workforce Analytics

Terms of References

I. General Training Information

1. Context

Humanitarian organizations depend on their people to deliver life-saving assistance, manage complex programmes, and respond effectively to emergencies. As organizations grow, so does the volume of workforce data that Human Resources (HR) and People & Culture teams must manage on a daily basis.

From recruitment pipelines and staff databases to contract monitoring, leave management, training records, and workforce reporting, HR professionals are increasingly expected to transform large volumes of data into actionable insights that support strategic decision-making.

Today, HR professionals working in UN agencies, international NGOs, and national NGOs are not only responsible for administrative processes. They are expected to provide management teams with accurate workforce information, identify staffing trends, monitor workforce diversity, support audits and compliance reviews, track recruitment performance, and contribute to organizational planning through data-driven recommendations.

Microsoft Excel remains the most widely used tool for managing and analysing workforce data across the humanitarian sector. Despite its widespread use, many HR professionals have never received structured training on how to use Excel efficiently for workforce analytics, reporting, and decision-making. As a result, significant time is often spent on repetitive manual tasks, while opportunities to generate meaningful workforce insights remain underutilized.

Humanitarian Human Resources Analytics with Excel is a practical, hands-on training designed to help HR professionals strengthen their ability to manage, analyse, visualize, and report workforce data using Microsoft Excel.

Through realistic humanitarian HR case studies and practical exercises, participants will learn how to:

• Build and manage professional HR databases

• Monitor recruitment processes and workforce trends

• Analyse workforce demographics and staffing patterns

• Develop interactive HR dashboards and reports

• Automate routine HR tracking processes

• Generate workforce insights to support management decision-making

The training combines Excel technical skills with practical humanitarian HR applications, ensuring that participants leave with immediately applicable tools and techniques that can be used within their organizations.

In an environment where accountability, workforce planning, compliance, and evidence-based decision-making are increasingly important, strengthening HR analytics capabilities is no longer optional—it is a strategic professional competency.

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2. Training Details

A 10-day Online professional development programme designed for Human Resources and People & Culture professionals working in humanitarian and development organizations.

Level

Foundational to Intermediate

No advanced Excel knowledge is required.

Participants should be comfortable using a computer and have basic familiarity with Microsoft Excel.

Learning Outcomes

By the end of this training, participants will be able to:

- ✓ Organize, clean and manage HR datasets using Excel best practices.
- ✓ Build structured employee databases and workforce management systems.
- ✓ Apply Excel formulas and functions to real HR data.
- ✓ Build recruitment tracking systems and monitor recruitment performance.
- ✓ Develop leave management and staff training monitoring systems.
- ✓ Analyse workforce demographics, staffing patterns and workforce composition.
- ✓ Monitor contract expiry risks and workforce trends.
- ✓ Produce management-ready HR reports and workforce analytics products.
- ✓ Transform HR data into actionable insights for workforce planning and decision-making.
- ✓ Adapt practical HR analytics tools to organizational needs.

Key Training Details

Dates & Schedule:

16th to 28th November 2026

05:00 PM – 09:00 PM

Venue: Online

Software Requirement:

Participants should have Microsoft Excel 2016 or later installed on their laptops.

Trainers:

Our trainers are experienced professionals with expertise in workforce analytics, humanitarian human resources management, and data-driven decision-making.

Trainer profiles will be published on the official training webpage.

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4. Relief Lab Humanitarian HR Analytics Toolkit

One of the key differentiators of this training is the inclusion of the Relief Lab Humanitarian HR Analytics Toolkit.

Participants will receive a complete suite of practical Excel-based tools specifically designed for humanitarian and development organizations.

The toolkit includes:

- **Recruitment Tracker:** A complete recruitment management system for monitoring vacancies, candidates, interviews, offers and recruitment performance.
- **Staff Database Manager:** A centralized employee database for managing workforce information and staffing records.
- **Leave Management Tracker:** A tool for tracking annual leave, sick leave, special leave and leave balances.
- **Contract Expiry Monitoring Tool:** An automated system for monitoring contract end dates and upcoming renewals.
- **Training & Learning Tracker:** A learning management tool for tracking staff trainings, certifications and compliance requirements.
- **Humanitarian HR Executive Dashboard:** Professional reporting formats suitable for management reporting and workforce reviews.
- **Customization Guide:** Practical guidance on adapting each tool to organizational needs.

All toolkit resources will remain available to participants after the training.

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5. Training Certificate

Participants who successfully complete this training will receive a:

Certificate of Practical Competency in Humanitarian Human Resources Analytics with Excel

Issued by Relief Lab.

This certificate is awarded to participants who:

• Successfully complete the final workforce analytics assessment

• Demonstrate practical competency in applying Excel to humanitarian HR management and workforce analytics

The certificate reflects applied competency in workforce data management, HR reporting, workforce analytics and data-driven HR decision-making.

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6. Target Audience

Who Should Attend?

This training is designed for Human Resources and People & Culture professionals working in humanitarian and development organizations.

Typical participants include:

• HR Assistants

• HR Officers

• HR Coordinators

• HR Managers

• Recruitment Officers

• Talent Acquisition Officers

• Learning & Development Officers

• Payroll Officers

• Administrative Officers

• People & Culture Officers

• People & Culture Managers

• Workforce Planning Officers

• Human Capital Officers

• Operations professionals involved in HR data management and reporting

Organizations represented may include:

• United Nations Agencies

• International NGOs

• National NGOs

• Civil Society Organizations

• Foundations and Development Organizations

Participant Profile

Participants should:

• Work in HR, People & Culture or workforce management functions

• Use Excel regularly in their professional activities

• Be interested in improving HR reporting and workforce analytics capabilities

No advanced Excel knowledge is required.

II. Pricing & Refund Policy

Official invoices are available upon request for institutional payment processing.

Individual Participation Fee: $250

The participation fee includes:

• Full access to all training modules

• Practical exercises and guided simulations

• Relief Lab Humanitarian HR Analytics Toolkit

• Training materials and resources

• Certificate of Practical Competency

What the Fee Includes

- Full access to all training modules;
- Live online training sessions;
- Recorded session replays;
- Practical exercises and guided activities;
- Certificate of Practical Foundations in DHIS2 and Health Information Systems;
- Access to the cohort WhatsApp community during the programme and for four (4) weeks after completion;
- Access to the cohort LinkedIn community during the programme and for four (4) weeks after completion.

Refund Policy

In the unlikely event that the training is cancelled by the organizer, the training fee will be fully refunded.

For more details, please consult the official Refund and Cancellation Policy.

III. Post-Training Support Community

Participants will receive access to the Relief Lab HR Analytics Community.

This community will provide:

• Continued peer learning

• Post-training support

• Access to toolkit updates

• Networking opportunities

• Information on future Relief Lab learning programmes

Visit our website