

# Employee management: Managing with scorecards

Hands-on course of 2 days - 14h

Ref.: GSO - Price 2024: CHF1 530 (excl. taxes)

## THE PROGRAMME

last updated: 01/2018

### 1) Collecting information

- Information from the employment report.
- Use existing data (employment report, single report, etc.).
- Organize the collection of information.
- Indicators from the employment report.
- The limits of the employment report for employee management and other sources of data.
- Qualify the data. Adapt your scorecards to the objectives, uses, and types of recipients.
- Write appropriate communications.

*Hands-on work* : Analyzing and interpreting the existing training data within your company (employment report, comparison of situations, HR information system).

### 2) The objectives of scorecards

- Managing and tracking HR activities (recruitment, training, employment climate).
- Risk assessment
- Upgrade professional practices.
- Relevance criteria for all indicators.
- Qualify the data.
- Know how to tell efficiency indicators apart from effectiveness, activity, or result indicators.
- Track key indicators.
- Ratios, controlling them.

*Hands-on work* : Defining relevant oversight indicators for your scope.

### 3) Creating your scorecards

- Scorecard construction methodology.
- Clarifying recipients' requests.
- Adapting the contents of frequency of the scorecards.
- Calibrating the data (internal and external references)
- Knowing how to upgrade your scorecards.
- Backward scheduling and production pace.

*Hands-on work* : Work in groups in order to make the existing scorecards match.

### 4) Using and interpreting the figures

- Know the main ratios.
- Use appropriate statistical tools.
- Use data to make forecasts.

*Hands-on work* : Define different ratios and interpretation.

### 5) Optimizing your scorecards

- Making your scorecards look appealing.
- Knowing how to use different graphics.

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- The importance of form and substance.

*Hands-on work* : Optimizing scorecard communications by practicing the creation of impactful presentations.

## DATES

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REMOTE CLASS

2024 : 02 Sep, 05 Dec