Power BI essential in a Day
Dashboards and Reports for HR professionals

4th Intake - Updated HR scenarios included

Visualising data and reporting. So simple!

Power BI is **an interactive data visualisation software product developed by Microsoft.**

Gain **practical data skills** through **Data Model dashboards and reports**

A **one-day learning journey** with lectures and exercises & **Certificate of Completion**

Continuous development opportunity The **first step to get certified** **PL-300: Microsoft Power BI Data Analyst**

This workshop equips you with key data skills, from generating meaningful business insights to visual presentations. With tools like Power Query, Data Modeling, and Visuals, you will be able to independently analyse data and generate reports, no longer relying solely on your IT team.

Enrol now to enhance your HR value in the data-driven world!

Prerequisites
General knowledge of Windows and Office & basic knowledge of Pivot Table

Trainer
Mr Paul Wu
Microsoft Certified Trainer with over 10 years training experience on Power BI and Microsoft Office Applications for all levels of users in various industries.

14 January 2026 (Wednesday)
9:30am – 5:00pm (6 hours)
CPD Hours: 6

Cantonese with English materials

Infocan computer training room
8/F, Yen Sheng Centre,
64 Hoi Yuen Road, Kwun Tong

	Member	New member
$	HK$2,400	HK$3,645
Super Early Bird Until 9 Dec	HK$2,000	HK$3,245
Early Bird Until 24 Dec	HK$2,200	HK$3,445

extra 5% off for previous Microsoft tools & apps programme participants

HKIHRM E-voucher is NOT applicable.

Ms Connie Wong (852) 2837 3831 | learning@hkihrm.org

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IHRM Academy

Upon completion of this course, participants will be able to:

- Understand the concept and purpose of Power BI
- Use Power Query to import, transform and load data
- Navigate in the Data Model interface
- Connect data from different sources
- Create basic calculations using DAX functions
- Build reports and dashboards using the Data Model

Continuous development opportunity. The first step to get certified.

PL-300: Microsoft Power BI Data Analyst

Introduction to Power BI
PowerPivot Introduction
Understand Data Models
Report and Dashboard Overview

Collect data from various data sources
Supported Data Sources
Load Data From Excel File
Load Data From Text Files
Load Data via Copy and PasteCreate
Relationship between Data Sources

Power Query Fundamentals
Introduction to Power Query
Transform Data with Power Query Basics
- **Queries and Steps**
- **Keep or Remove Rows**
- **Use first row as column headers**
- **Rename Column**
- **Trim and Clean Text Column**
- **Fill Down/Up**
- **Replace values**
- **Change Column Data Type**

Load data to Data Model
Refresh Queries

Create Model calculations using DAX
Introduction to DAX
Filter context and CALCULATE function
Create Calculated Columns and Calculated Measures

Creating Power BI report for HR
Create Power BI report Page
Count New Hires/ Bad Hires
Compare YoY% changes
Visual Trend for Full-time/ Contract
Visual Data with demographic factors

Power BI Report Analytic
Applying Filters
Adding Slicers to Reports
Custom Interactivities and animation

Apply Here

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