

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 30414 — Human Capital Reporting Guidelines

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference MGT-HRR-30414 • ISO Management & Services

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AT A GLANCE

REFERENCE	MGT-HRR-30414
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Assessment and Continuous Improvement

5 chapters · 30 classes 65 marks

• 1 Understanding Human Capital Reporting Frameworks — 6 classes

› 1.1 Define Human Capital Reporting and Its Importance

› 1.2 Explore the Key Components of ISO 30414 Guidelines

› 1.3 Identify Stakeholders in Human Capital Reporting

› 1.4 Analyze Data Collection Methods for Human Capital Reporting

› 1.5 Evaluate Current Practices Against ISO 30414 Standards

› 1.6 Develop an Action Plan for Implementing Human Capital Reporting

• 2 Key Performance Indicators (KPIs) in Human Capital Reporting — 6 classes

› 2.1 Define Key Performance Indicators for Human Capital Reporting

› 2.2 Identify Different Types of KPIs in Human Capital Management

› 2.3 Analyze the Impact of KPIs on Organizational Performance

› 2.4 Develop SMART KPIs for Effective Human Capital Reporting

› 2.5 Assess the Role of Data in Measuring Human Capital KPIs

› 2.6 Implement Continuous Improvement Strategies Based on KPI Analysis

• 3 Data Collection Methods for Human Capital Assessment — 6 classes

› 3.1 Identify Key Data Sources for Human Capital Assessment

› 3.2 Evaluate Qualitative vs Quantitative Data Collection Methods

› 3.3 Implement Surveys and Questionnaires for Employee Feedback

› 3.4 Analyze Organizational Performance Metrics for Insights

› 3.5 Utilize Interviews and Focus Groups for Deep Dive Assessments

› 3.6 Develop a Data Collection Strategy for Continuous Improvement

• 4 Analyzing and Interpreting Human Capital Data — 6 classes

› 4.1 Define Key Human Capital Metrics for Effective Reporting

› 4.2 Collect and Organize Human Capital Data from Multiple Sources

› 4.3 Analyze Trends in Human Capital Data to Identify Insights

› 4.4 Interpret Human Capital Data in the Context of Organizational Goals

› 4.5 Evaluate the Reliability and Validity of Human Capital Data

› 4.6 Develop Actionable Recommendations Based on Human Capital Analysis

• 5 Continuous Improvement Strategies for Human Capital Reporting — 6 classes

› 5.1 Identify Key Metrics for Human Capital Reporting

› 5.2 Analyze Current Human Capital Reporting Practices

› 5.3 Develop Strategies for Improving Human Capital Data Accuracy

› 5.4 Implement Continuous Improvement Processes in Reporting

› 5.5 Evaluate the Impact of Improvements on Human Capital Reporting

› 5.6 Create an Action Plan for Sustaining Reporting Improvements

• 1 Understanding Human Capital: Foundations of Value Creation — 6 classes

- › 1.1 Define Human Capital: Exploring Key Concepts and Terminology
- › 1.2 Analyze the Role of Human Capital in Value Creation Strategies
- › 1.3 Identify Stakeholders in Human Capital Management
- › 1.4 Evaluate Current Trends Impacting Human Capital Strategies
- › 1.5 Develop Metrics for Assessing Human Capital Value
- › 1.6 Create a Blueprint for Implementing Human Capital Strategies

• 2 ISO 30414 Framework: Principles of Human Capital Reporting — 6 classes

- › 2.1 Understand the ISO 30414 Framework and Key Principles
- › 2.2 Identify Components of Human Capital Reporting
- › 2.3 Analyze the Importance of Leadership in Human Capital Strategies
- › 2.4 Evaluate Best Practices for Effective Human Capital Reporting
- › 2.5 Develop Metrics for Measuring Human Capital Performance
- › 2.6 Create a Strategy for Implementing ISO 30414 Reporting in Your Organization

• 3 Metrics and Measurements: Assessing Human Capital Effectiveness — 6 classes

- › 3.1 Identify Key Human Capital Metrics for Effective Assessment
- › 3.2 Analyze the Relationship Between Metrics and Business Outcomes
- › 3.3 Develop a Framework for Measuring Human Capital Effectiveness
- › 3.4 Implement Data Collection Techniques for Accurate Reporting
- › 3.5 Interpret Human Capital Data to Drive Strategic Decisions
- › 3.6 Communicate Human Capital Insights to Stakeholders Effectively

• 4 Strategies for Enhancing Human Capital: Best Practices — 6 classes

- › 4.1 Assess Current Human Capital Practices
- › 4.2 Identify Key Performance Indicators for Human Capital
- › 4.3 Develop Strategies for Employee Engagement and Retention
- › 4.4 Implement Best Practices for Talent Acquisition
- › 4.5 Evaluate the Impact of Training and Development Programs
- › 4.6 Create Action Plans for Continuous Human Capital Improvement

• 5 Driving Leadership Through Human Capital Insights — 6 classes

- › 5.1 Analyze Human Capital Metrics to Identify Leadership Gaps
- › 5.2 Develop Key Performance Indicators for Leadership Effectiveness
- › 5.3 Integrate Human Capital Insights into Leadership Development Programs
- › 5.4 Construct Action Plans for Leadership Improvement Based on Insights
- › 5.5 Evaluate the Impact of Human Capital Strategies on Leadership Outcomes
- › 5.6 Implement Continuous Feedback Loops to Enhance Leadership Effectiveness

• 1 Understanding Human Capital: Concepts and Importance — 6 classes

- › 1.1 Define Human Capital and Its Core Components
- › 1.2 Explore the Importance of Human Capital in Organizational Success
- › 1.3 Identify Key Metrics for Measuring Human Capital Effectiveness
- › 1.4 Analyze the Impact of Human Capital on Employee Engagement
- › 1.5 Evaluate Different Approaches to Human Capital Reporting
- › 1.6 Apply Human Capital Metrics to Real-World Scenarios

• 2 Defining and Categorizing Human Capital Metrics — 6 classes

- › 2.1 Identify Key Human Capital Metrics
- › 2.2 Classify Human Capital Metrics into Categories
- › 2.3 Analyze the Importance of Quantitative Metrics
- › 2.4 Examine Qualitative Metrics in Human Capital Reporting
- › 2.5 Apply Metrics to Assess Workforce Performance
- › 2.6 Develop a Framework for Reporting Human Capital Metrics

• 3 Data Collection Techniques for Human Capital Metrics — 6 classes

- › 3.1 Identify Key Human Capital Metrics for Reporting
- › 3.2 Explore Qualitative Data Collection Techniques
- › 3.3 Assess Quantitative Data Collection Methods
- › 3.4 Implement Surveys and Questionnaires Effectively
- › 3.5 Utilize Interviews and Focus Groups for Insight
- › 3.6 Analyze Collected Data for Meaningful Metrics

• 4 Analyzing and Interpreting Human Capital Data — 6 classes

- › 4.1 Identify Key Human Capital Metrics for Reporting
- › 4.2 Collect and Organize Human Capital Data Effectively
- › 4.3 Analyze Human Capital Trends Using Data Visualization Tools
- › 4.4 Interpret Human Capital Metrics to Assess Organizational Performance
- › 4.5 Evaluate the Impact of Human Capital on Business Outcomes
- › 4.6 Communicate Insights from Human Capital Data to Stakeholders

• 5 Reporting and Communicating Human Capital Metrics — 6 classes

- › 5.1 Understand the Importance of Human Capital Metrics in Reporting
- › 5.2 Identify Key Human Capital Metrics for Effective Measurement
- › 5.3 Analyze Best Practices in Human Capital Reporting
- › 5.4 Develop a Framework for Communicating Human Capital Metrics
- › 5.5 Evaluate Stakeholder Needs in Human Capital Communication
- › 5.6 Design an Engaging Presentation of Human Capital Metrics

• 1 Overview of ISO 30414 Framework and Scope — 6 classes

- › 1.1 Understand the Purpose of ISO 30414
- › 1.2 Explore the Key Components of the ISO 30414 Framework
- › 1.3 Identify the Scope of Human Capital Reporting
- › 1.4 Analyze the Benefits of Implementing ISO 30414
- › 1.5 Examine Stakeholder Responsibilities in Human Capital Reporting
- › 1.6 Apply ISO 30414 Principles to Real-World Scenarios

• 2 Key Concepts in Human Capital Management — 6 classes

- › 2.1 Define Key Terms in Human Capital Management
- › 2.2 Explore the Importance of Human Capital Reporting
- › 2.3 Examine ISO 30414 and Its Relevance to Leadership
- › 2.4 Identify the Components of Human Capital Metrics
- › 2.5 Analyze Case Studies on Effective Human Capital Management
- › 2.6 Apply Human Capital Reporting Guidelines in Real-World Scenarios

• 3 Understanding the ISO 30414 Reporting Requirements — 6 classes

- › 3.1 Identify Key Elements of ISO 30414 Reporting Requirements
- › 3.2 Analyze the Importance of Human Capital Reporting
- › 3.3 Explore the Framework for Implementing Reporting Guidelines
- › 3.4 Evaluate Reporting Metrics and Indicators
- › 3.5 Develop a Reporting Strategy Aligned with ISO 30414
- › 3.6 Implement Best Practices for Human Capital Reporting

• 4 Implementing Effective Human Capital Reporting — 6 classes

- › 4.1 Understand the Purpose of Human Capital Reporting
- › 4.2 Identify Key Components of ISO 30414 Guidelines
- › 4.3 Explore Best Practices for Data Collection in Human Capital Reporting
- › 4.4 Analyze Case Studies of Successful Human Capital Reporting
- › 4.5 Develop a Framework for Implementing Human Capital Metrics
- › 4.6 Create an Action Plan for Your Organization's Reporting Strategy

• 5 Evaluating and Enhancing Human Capital Reporting Practices — 6 classes

- › 5.1 Understand Key Concepts of Human Capital Reporting
- › 5.2 Identify Current Human Capital Reporting Standards
- › 5.3 Analyze Gaps in Existing Human Capital Reports
- › 5.4 Explore Best Practices in Human Capital Reporting
- › 5.5 Develop a Framework for Enhanced Reporting
- › 5.6 Create an Action Plan for Implementing Improvements

• 1 Understanding Stakeholder Identification and Mapping — 6 classes

- › 1.1 Define Stakeholders in Human Capital Context
- › 1.2 Identify Key Stakeholders for Effective Reporting
- › 1.3 Analyze Stakeholder Interests and Concerns
- › 1.4 Create a Stakeholder Mapping Framework
- › 1.5 Evaluate Stakeholder Influence and Impact
- › 1.6 Develop Strategies for Stakeholder Engagement

• 2 Establishing Effective Communication Channels with Stakeholders — 6 classes

- › 2.1 Identify Key Stakeholders and Their Communication Needs
- › 2.2 Analyze Existing Communication Channels and Their Effectiveness
- › 2.3 Develop Tailored Messaging Strategies for Different Stakeholders
- › 2.4 Explore Best Practices for Stakeholder Engagement and Communication
- › 2.5 Implement Feedback Mechanisms to Enhance Communication
- › 2.6 Evaluate and Adapt Communication Strategies for Continuous Improvement

• 3 Crafting Relevant Human Capital Messages for Diverse Stakeholders — 6 classes

- › 3.1 Identify Key Stakeholders in Human Capital Reporting
- › 3.2 Analyze Stakeholder Communication Preferences
- › 3.3 Develop Tailored Messaging for Diverse Stakeholders
- › 3.4 Utilize Visuals and Data to Enhance Human Capital Messages
- › 3.5 Engage Stakeholders through Interactive Communication Strategies
- › 3.6 Evaluate the Effectiveness of Human Capital Messages

• 4 Utilizing Feedback Mechanisms for Stakeholder Engagement — 6 classes

- › 4.1 Identify Key Stakeholders for Effective Feedback
- › 4.2 Explore Different Feedback Mechanisms for Engagement
- › 4.3 Develop Effective Questions for Stakeholder Feedback
- › 4.4 Analyze Feedback to Identify Stakeholder Needs
- › 4.5 Create Action Plans Based on Stakeholder Input
- › 4.6 Evaluate the Impact of Feedback on Stakeholder Relationships

• 5 Evaluating Stakeholder Engagement Strategies and Outcomes — 6 classes

- › 5.1 Analyze Stakeholder Engagement Strategies for Effectiveness
- › 5.2 Identify Key Metrics for Evaluating Stakeholder Outcomes
- › 5.3 Assess the Impact of Communication Channels on Stakeholder Engagement
- › 5.4 Develop a Framework for Measuring Stakeholder Satisfaction
- › 5.5 Create Action Plans Based on Evaluation Findings
- › 5.6 Present Engagement Outcomes to Stakeholders for Feedback

• 1 Understanding Human Capital and Its Strategic Value — 6 classes

- › 1.1 Define Human Capital and Its Components
- › 1.2 Explore the Relationship Between Human Capital and Organizational Success
- › 1.3 Analyze Key Metrics for Evaluating Human Capital
- › 1.4 Discuss the Role of Leadership in Human Capital Strategy
- › 1.5 Identify Best Practices for Human Capital Reporting
- › 1.6 Develop a Human Capital Strategy for Your Organization

• 2 Key Metrics for Evaluating Human Resources — 6 classes

- › 2.1 Understand Core Human Capital Metrics
- › 2.2 Analyze Employee Productivity Indicators
- › 2.3 Evaluate Employee Turnover Rates
- › 2.4 Compare Recruitment Efficiency Metrics
- › 2.5 Assess Training and Development Impact
- › 2.6 Apply Metrics to Strategic HR Decisions

• 3 Aligning HR Strategy with Business Objectives — 6 classes

- › 3.1 Define Key HR Strategies that Support Business Objectives
- › 3.2 Analyze Case Studies of Successful HR Alignment
- › 3.3 Evaluate Metrics for Measuring HR Strategy Impact on Business
- › 3.4 Identify Stakeholders Involved in HR-Business Alignment
- › 3.5 Develop an HR Strategy Roadmap Aligned with Business Goals
- › 3.6 Present and Communicate HR Strategies to Leadership Teams

• 4 Developing a Framework for Human Capital Reporting — 6 classes

- › 4.1 Define Human Capital Reporting and Its Key Components
- › 4.2 Identify the Strategic Importance of Human Capital in Organizations
- › 4.3 Analyze Current Best Practices in Human Capital Reporting
- › 4.4 Develop Metrics for Effective Human Capital Measurement
- › 4.5 Create a Framework for Implementing Human Capital Reporting
- › 4.6 Evaluate Real-world Case Studies of Successful Human Capital Reporting

• 5 Leveraging Human Capital Insights for Organizational Growth — 6 classes

- › 5.1 Define Human Capital and Its Role in Business Growth
- › 5.2 Identify Key Human Capital Metrics for Strategic Decision-Making
- › 5.3 Analyze the Impact of Workforce Insights on Organizational Performance
- › 5.4 Explore Best Practices for Data Collection in Human Capital Reporting
- › 5.5 Develop Strategies to Communicate Human Capital Value to Stakeholders
- › 5.6 Create an Action Plan for Implementing Human Capital Insights in Business Strategy