MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

"Streamlining HR Operations Through Digital Transformation and Data-Driven Decision-Making"

Schedule

Date	Venue	Fees (Face-to-Face)
22 – 23 Jul 2026	Dubai, UAE	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Modern HR departments are transforming from administrative support units into strategic business partners—and Human Resource Information Systems (HRIS) play a pivotal role in enabling that shift. By integrating core HR functions into a centralized digital platform, HRIS streamlines processes, improves compliance, enhances reporting, and empowers evidence-based decision-making.

This 2-day course is designed to equip HR professionals with the knowledge and practical skills needed to understand, select, implement, and optimize HRIS platforms. It covers system functionalities, vendor selection, implementation best practices, data management, security, and analytics—all aimed at improving HR service delivery and organizational performance.

Objectives

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

- Understand the architecture, components, and functions of an HRIS
- Evaluate HRIS solutions based on organizational needs and scalability
- Plan and manage successful HRIS implementation projects
- Leverage HR data for reporting, compliance, and strategic decisions
- Ensure data integrity, user access control, and cybersecurity compliance

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Why Attend

- Learn how to streamline and digitize your HR processes using HRIS platforms
- Enhance HR accuracy, compliance, and employee service delivery
- Explore the latest trends in HR technology and data-driven HRM
- Gain clarity on selecting the right HRIS solution for your organization
- Understand implementation pitfalls and how to avoid them

Target Audience

This program is designed for:

- Human Resource Managers and Officers
- HR Systems and Payroll Administrators
- Talent Acquisition and Onboarding Teams
- HR Transformation and Digital Strategy Teams
- IT and project staff supporting HR system deployments

Individual Benefits

Key competencies that will be developed include:

- Understanding of HRIS features and configuration options
- Ability to manage HR technology projects and vendor relationships
- Skill in using HR dashboards and analytics tools
- Knowledge of data privacy and system security best practices
- Insight into aligning HRIS capabilities with business strategy

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Efficient HR operations through automation and system integration
- Improved accuracy in employee data, payroll, and reporting
- Enhanced workforce planning and analytics capability
- Reduced administrative burden and improved employee self-service
- Compliance with labor, data protection, and audit requirements

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- System Demos – Real-world views of leading HRIS platforms
- Case Studies – HRIS selection, rollout, and ROI tracking
- Workshops – Process mapping and gap analysis
- Interactive Exercises – HRIS evaluation matrix and user roles setup
- Tools & Templates – RFP checklists, data migration plans, and audit logs

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Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: HRIS Foundations and Selection Strategy

- Module 1: Overview of HRIS Functions and Benefits (07:30 – 09:30) • Core HR modules: employee records, payroll, recruitment, performance • Cloud vs on-premise systems
- Module 2: Needs Assessment and Vendor Evaluation (09:45 – 11:15) • Aligning system features with HR strategy and size • RFPs, demos, and contract management
- Module 3: System Integration and Compatibility (11:30 – 01:00) • Linking HRIS with finance, ERP, and timekeeping systems • APIs and third-party integrations
- Module 4: Workshop – Build an HRIS Evaluation Matrix (02:00 – 03:30) • Compare system options based on feature and cost

Day 2: Implementation, Management, and Analytics

- Module 5: HRIS Implementation Planning and Change Management (07:30 – 09:30) • Project milestones, stakeholder roles, data migration • Managing resistance and training users
- Module 6: HR Data Governance and Security (09:45 – 11:15) • Access control, audit trails, GDPR/data privacy • Backup, disaster recovery, and security protocols
- Module 7: HR Metrics, Dashboards, and Strategic Reporting (11:30 – 01:00) • Tracking turnover, headcount, absenteeism, performance trends • Using analytics to support HR decision-making
- Module 8: Final Exercise – HRIS Implementation Roadmap (02:00 – 03:30) • Create a phased deployment and reporting plan

Certification

Participants will receive a Certificate of Completion in Human Resource Information System (HRIS), confirming their ability to evaluate, implement, and manage HRIS solutions that enhance operational efficiency, compliance, and workforce decision-making.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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