

DIGITAL HUMAN RESOURCES

“Transforming People Operations Through Digital Tools, Data, and Strategy”

Schedule	
Venue	Fees
In-House	ASK FOR THE QUOTATION

► **Available delivery methods:** In-House Training

Introduction

This course provides HR professionals with the tools and knowledge needed to transition into a digitally enabled HR environment. Participants will explore the latest trends in digital HR, learn how to leverage HR analytics, optimize HRIS systems, automate workflows, and implement cloud-based solutions for recruitment, onboarding, performance, and employee engagement.

Objectives

- By the end of this training, participants will be able to:
- Understand the principles of digital HR transformation
 - Navigate and utilize modern HR information systems (HRIS)
 - Apply HR analytics to workforce planning and decision-making
 - Automate and optimize key HR functions (e.g., recruitment, performance reviews)
 - Improve employee engagement using digital communication tools

Why Attend

Digital HR is not just about technology—it's about creating a more strategic, responsive, and data-driven HR function. This course equips you to lead or support HR digitization projects, optimize HR processes, and create exceptional employee experiences.

Target Audience

- HR Managers and HR Business Partners
- Talent Acquisition and Development Professionals
- HRIS Specialists and Payroll Officers
- Organizational Development and Change Managers
- Professionals involved in HR digital transformation

Individual Benefits

- Stay competitive in a rapidly evolving HR landscape
- Gain practical knowledge of digital HR systems and analytics
- Enhance your value as a strategic HR contributor
- Prepare for HR leadership roles in the digital era

Organizational Benefits

- Streamline HR operations and reduce administrative burden
- Improve employee experience and retention through smart tools
- Enable data-driven talent decisions
- Support organizational agility and workforce planning

Instructional Methodology

- Live system demonstrations of leading HR platforms
- Case studies from digital HR implementation projects
- Interactive workshops using HR analytics and dashboards
- Guided digital maturity assessments and improvement plans

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

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: Understanding Digital HR

Module 1: Introduction to Digital HR and Emerging Trends (07:30 – 09:30)

Module 2: The Business Case for HR Digitization (09:45 – 11:15)

Module 3: Mapping the Employee Lifecycle in a Digital World (11:30 – 01:00)

Module 4: Digital HR Strategy and Roadmapping (02:00 – 03:30)

Day 2: HR Systems and Automation

Module 1: Overview of HRIS & HCM Platforms (Workday, SAP SuccessFactors, etc.) (07:30 – 09:30)

Module 2: Automating Recruitment and Onboarding (09:45 – 11:15)

Module 3: Employee Records, Payroll, and Leave Management Systems (11:30 – 01:00)

Module 4: System Integration and Data Consistency (02:00 – 03:30)

Day 3: HR Analytics & Data-Driven Decision Making

Module 1: Introduction to HR Metrics and KPIs (07:30 – 09:30)

Module 2: Using Dashboards for Workforce Analytics (09:45 – 11:15)

Module 3: Case Study: Forecasting Turnover and Talent Needs (11:30 – 01:00)

Module 4: Workshop: Building a Simple HR Report (02:00 – 03:30)

Day 4: Enhancing the Digital Employee Experience

Module 1: Digital Communication and Engagement Tools (07:30 – 09:30)

Module 2: Virtual Learning & Performance Management Systems (09:45 – 11:15)

Module 3: Pulse Surveys, Feedback Apps, and Recognition Platforms (11:30 – 01:00)

Module 4: Workshop: Designing a Digital Employee Journey (02:00 – 03:30)

Day 5: Leading Digital HR Transformation

Module 1: Change Management in HR Digital Initiatives (07:30 – 09:30)

Module 2: Data Privacy, Compliance, and Cybersecurity in HR (09:45 – 11:15)

Module 3: Building the Future-Ready HR Function (11:30 – 01:00)

Module 4: Final Presentations, Wrap-Up & Certification Ceremony (02:00 – 03:30)

Certification

Participants will be awarded the **Certificate in Digital Human Resources** upon successful participation and completion of digital HR project assignments. This validates their readiness to contribute to or lead HR digital transformation initiatives.

Why Choose MAWA Events

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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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