

CERTIFICATE IN HR ADMINISTRATION

“Master essential HR administration skills to improve service delivery and HR processes.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

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

Introduction

This course covers the key HR administrative activities and processes, providing insight into how to manage sensitive issues with discretion while supporting organizational HR functions. It also focuses on developing skills for handling employee inquiries effectively.

Objectives

- Deliver high-level HR administrative support.
- Design and implement effective HR procedures and systems.
- Develop skills to manage sensitive HR matters with tact and discretion.

Why Attend

Learn how to enhance HR administration processes to align with business needs and improve employee relations.

Target Audience

- Designed for HR professionals, especially HR administrators and assistants with little experience or those looking to develop their HR career.

Individual Benefits

- Learn HR best practices for administrative support.
- Enhance communication and interpersonal skills.

Organizational Benefits

Organizations will benefit from improved HR service delivery and more efficient administrative systems.

Instructional Methodology

The course will combine theoretical insights with practical applications in HR administration.

Course Outline

- HR processes and procedures
- Employee relations and communication
- Recruitment, selection, and training
- Managing HR-sensitive issues

Certification

Certification will be awarded upon completion of the course.

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.

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