

## HR SKILLS FOR HR ADMINISTRATORS

*"Master Core HR Functions and Administrative Skills for Efficient HR Operations"*

### Schedule

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

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

### Introduction

HR Administrators are the backbone of any HR department, ensuring smooth operations and compliance across recruitment, employee relations, payroll, and documentation. The HR Skills for HR Administrators course is designed to equip participants with the essential knowledge and practical skills required to manage daily HR operations effectively.

This program focuses on developing administrative, organizational, and technical skills for HR professionals, helping them support HR strategy, maintain accurate records, and implement policies efficiently. Participants will learn practical approaches to streamline HR processes, maintain compliance, and enhance employee satisfaction.

### Objectives

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

- Understand the key roles and responsibilities of HR administrators.
- Manage HR records, employee files, and documentation efficiently.
- Assist in recruitment, onboarding, and employee engagement activities.
- Handle payroll, benefits administration, and compliance requirements.
- Implement HR policies and procedures accurately.
- Use HR tools and technology for data management and reporting.

## Why Attend

This course empowers HR administrators to work confidently and efficiently, reducing errors and improving HR service quality. Participants will develop practical skills to manage HR operations and contribute effectively to their organization's HR strategy.

## Target Audience

- HR Administrators and Coordinators
- HR Assistants and Executives
- Office and Personnel Managers
- Anyone responsible for HR operational tasks

## Individual Benefits

- Gain practical skills in HR administration and record management.
- Improve efficiency in handling HR processes like recruitment, onboarding, and payroll.
- Learn to use HR tools for data management and reporting.
- Enhance professionalism and confidence in HR operations.

## Organizational Benefits

- More streamlined HR operations and accurate record-keeping.
- Improved employee experience through efficient HR services.
- Enhanced compliance with organizational policies and legal requirements.
- Support for HR managers in strategic planning and workforce management.

## Instructional Methodology

- Interactive Lectures and Discussions
- Hands-On Exercises and Practical Applications
- Templates and Tools for HR Administration
- Case Studies on Common HR Administrative Challenges
- Role-Playing and Simulations for Real-World Scenarios

## Course Outline

### Module 1: Introduction to HR Administration

- Overview of HR roles and responsibilities
- Core competencies for HR administrators
- Understanding HR's impact on organizational success

### Module 2: HR Policies, Procedures, and Compliance

- Implementing HR policies and employee handbook guidelines
- Ensuring legal compliance in HR operations
- Handling employee grievances and workplace issues

### Module 3: Recruitment and Onboarding Support

- Assisting in job postings, interviews, and candidate shortlisting
- Managing offer letters, contracts, and onboarding documentation
- Maintaining recruitment records

### Module 4: Payroll, Benefits, and Attendance Management

- Basics of payroll processing
- Benefits administration and leave tracking
- Using attendance systems and maintaining accurate records

### Module 5: HR Documentation and Record-Keeping

- Employee files, databases, and HRIS management
- Organizing and archiving HR records securely
- Reporting and data retrieval for audits and management

### Module 6: HR Tools and Technology

- Using Excel, HRIS, and other software for HR operations
- Generating reports and dashboards
- Automating routine HR administrative tasks

### Module 7: Practical Applications and Case Studies

- Real-life HR administrative scenarios
- Problem-solving exercises and role-playing
- Streamlining HR processes for efficiency

## Certification

Upon successful completion, participants will receive a Certificate in HR Skills for HR Administrators, demonstrating their capability to manage HR operations effectively, support strategic HR initiatives, and maintain compliance and efficiency within the HR function.

## 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**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.