

HR Administration Skills Training

Description

Introduction

HR officers, HR specialists and HR administrators who wish to develop their knowledge and improve their skills in relation to HR administration skills

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Objectives

- Identify the role of HR Administrators within the HR structure of their organization.
- List and develop competencies required for successful HR Administrators.
- Distinguish between various types of organizational structures and develop structures using Microsoft Visio.
- List the core functions of HR systems and determine business requirements for their organization’s HR system.
- Develop HR reports using different types of graphs and templates.
- Identify legal documents required to collect and maintain for employees.
- Develop their organization’s employee handbook.

Content

Day One

The HR Administrator in Organizations

- Major Roles and Responsibilities of HR Administrators
- A Look at the HR Administrator's Job Description
- The HR Administrator's Position within the HR Department
- Professional Qualifications as a Competitive Advantage
- Competencies of Successful Administrators
- Technical Competencies
- Behavioral Competencies
- The Evolving Role of the HR Administrator

Day Two

Introduction to Organizational Structures

- Definition and Purpose
- Types of Organizational Structures
- Advantages and Disadvantages of Various Structures
- Examples of Structures for a Number of Organizations
- Tools Used to Draw Organizational Structures
- Workshop: Using Microsoft Visio in Drawing Organizational Structures

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Day Three

Working with Human Resources Information Systems (HRIS)

- Functions and Features of HR Systems
- Determining Business Requirements
- Developing Assessment Criteria to be Used for Evaluating Different Systems
- Assessing and Evaluating Existing HR Systems
- Workshop: Live Demonstration and Practice Using an HRIS

Day Four

HR Measurements and Reporting

- Research Terms and Techniques
- Frequently Used HR Metrics
- Calculating HR Metrics
    - Recruitment Metrics
    - Retention Metrics
    - Compensation/Benefits Metrics
    - Training and Development Metrics
- Reporting Methods and Examples: Charts and Graphs
- Workshop: Developing HR Reports Using Bar Charts, Pie Charts and Line Charts

Day Five

Employee Documentation and Record Keeping

- Purpose and Objective of Record Keeping

- Employee Files: Legal Documents to Maintain
- Developing an Orientation Package: Documents to Provide to New Hires
- Policies, Procedures and Work Rules
- Developing an Organization’s Employee Handbook
    - Purpose of Handbook
    - Sections of the Handbook
    - Process of Developing Handbook

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