

€ TRAINING

The HR Administrator Role





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Introduction:

This training program is designed to equip participants with essential skills and knowledge to effectively manage HR operations and support organizational success.

Program Objectives:

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

- Understand the role and responsibilities of an HR administrator.
- Implement HR policies and procedures effectively.
- Manage employee records and information securely.
- Support recruitment and onboarding processes.
- Ensure compliance with employment laws and regulations.

Target Audience:

- HR Administrators.
- HR Assistants.
- Office Managers.

Program Outline:

Unit 1:

Understanding the HR Administrator's Role:

- Definition and scope of HR administration.
- Key responsibilities and duties.
- Importance of HR administration in organizational success.
- Ethical considerations in HR administration.
- Case studies and real-life examples.

Unit 2:

HR Policies and Procedures:

- Steps for Developing and implementing HR policies.
- Communicating policies to employees.
- Handling policy violations and disciplinary actions.
- Continuous improvement of HR policies.
- Legal considerations in policy development.

Unit 3:

Managing Employee Records and Information:

- Importance of accurate record-keeping.
- Types of employee records personnel files, performance evaluations.
- Data privacy and confidentiality.
- Using HRIS Human Resource Information Systems.
- Document retention policies.

Unit 4:

Recruitment and Onboarding Support:

- Recruitment process overview.
- Job posting and applicant tracking.
- Screening resumes and scheduling interviews.
- Onboarding new employees.
- Providing support to hiring managers.

Unit 5:

Compliance with Employment Laws:

- Overview of key employment laws and regulations.
- Ensuring workplace diversity and inclusion.



- Handling discrimination and harassment issues.
- Workplace safety and health regulations.
- Conducting HR audits.