

€ TRAINING

The Effective Human Resources
Administrator

23 - 27 September 2024
Singapore





The Effective Human Resources Administrator

REF: H235 DATE: 23 - 27 September 2024 Venue: Singapore - Fee: 6325 Euro

Introduction:

This training program provides a comprehensive overview of essential skills and practices for effective HR administration, helping professionals manage HR functions efficiently. It empowers participants to enhance their administrative capabilities and support organizational HR objectives.

Program Objectives:

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

- Master key HR administrative functions and responsibilities.
- Develop effective strategies for managing HR records and data.
- Implement best practices in employee onboarding and offboarding.
- Utilize HR technologies for improved administrative efficiency.
- Enhance communication and problem-solving skills within the HR context.

Targeted Audience:

- HR Administrators.
- HR Assistants.
- Office Managers.
- Administrative Professionals in HR roles.
- HR Support Staff.

Program Outline:

Unit 1:

Core HR Administrative Functions:

- Overview of HR administrative roles and responsibilities.
- Managing HR records and documentation.
- Implementing HR policies and procedures.

- Handling employee inquiries and requests.
- Ensuring compliance with labor laws and regulations.

Unit 2:

Managing HR Records and Data:

- Techniques for maintaining accurate and secure HR records.
- HR data management best practices.
- Utilizing HR software and databases.
- Reporting and analyzing HR data.
- Privacy and confidentiality in HR data management.

Unit 3:

Employee Onboarding and Offboarding:

- Designing effective onboarding programs.
- Implementing smooth employee transitions.
- Best practices for conducting exit interviews.
- Managing offboarding documentation and compliance.
- Evaluating the impact of onboarding and offboarding processes.

Unit 4:

Utilizing HR Technologies:

- Overview of HR information systems HRIS.
- Integrating HR technologies into administrative processes.
- Leveraging HR software for recruitment, payroll, and benefits management.
- Enhancing administrative efficiency through automation.
- Evaluating and selecting HR technology solutions.

Unit 5:

Communication and Problem-Solving Skills:

- Developing effective communication skills for HR administrators.
- Handling conflicts and resolving employee issues.
- Techniques for providing constructive feedback.
- Enhancing interpersonal skills in the HR context.
- Managing stress and maintaining professionalism in HR administration.