

# € TRAINING

The Effective Human Resources  
Administrator

A group of four smiling business professionals (two men and two women) in a meeting. They are wearing white shirts. The woman in the foreground is wearing a black top and a necklace. The background is blurred, showing a modern office setting.

11 - 15 November 2024  
Geneva (Switzerland)



# The Effective Human Resources Administrator

REF: H235 DATE: 11 - 15 November 2024 Venue: Geneva (Switzerland) - Fee: 5940 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.