€TRAINING

Conference on HR Skills for HR Assistants

30 March - 3 April 2025
Dubai (UAE)

Conference on HR Skills for HR Assistants

REF: C699 DATE: 30 March - 3 April 2025 Venue: Dubai (UAE) - Fee: 5310 Euro

Introduction:

This conference is designed to equip HR assistants with the foundational skills and knowledge to effectively support HR departments. It covers recruitment processes, employee relations, record management, and administrative responsibilities.

Conference Objectives:

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

- Understand the key functions of HR and the role of an HR assistant.

- Assist in recruitment, onboarding, and employee management processes.

- Manage employee records and HR documentation efficiently.

- Support employee relations and engagement initiatives.

- Use HR software and tools to streamline HR administrative tasks.

Target Audience:

- HR Assistants.

- Administrative Assistants transitioning into HR roles.

- HR Support Staff.

- Junior HR Professionals.

Conference Outline:

Unit 1:

Introduction to HR and Key Functions:

- Overview of human resource management principles.

- Roles and responsibilities of HR assistants.

- Key HR functions: recruitment, employee management, and compliance.

- Understanding organizational structures and how HR fits in.

Unit 2:

Recruitment, Onboarding, and Offboarding Support:

- Assisting in job postings and recruitment processes.

- Managing interview schedules and candidate communications.

- Supporting the onboarding process for new hires.

- Handling employee exit procedures and documentation.

Unit 3:

Employee Relations and Engagement:

- Supporting employee relations initiatives.

- Assisting in employee engagement and retention programs.

- Managing conflict resolution and employee concerns.

- Promoting a positive workplace culture.

- Recording and analyzing employee feedback.

Unit 4:

HR Documentation and Record Keeping:

- Managing employee records and HR databases.

- Complying with legal and regulatory requirements for HR documentation.

- Confidentiality and data protection in HR.

- Using HR software and tools for efficient record-keeping.

Unit 5:

Improving Efficiency with HR Tools and Technology:

- Introduction to HR software for managing administrative tasks.

- Streamlining HR processes with technology.

- Enhancing productivity through automation.

- Managing employee data using HRIS systems.

- Best practices for integrating new technologies into HR workflows.