XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

HR Administration Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
17 – 21 May 2027	Live online	Online (live)	€1,200
22 – 26 Nov 2027	Live online	Online (live)	€1,200
27 – 31 Dec 2027	Madrid	Classroom	€4,800

Register or ask a question

Online: staging.x8ti.com/course/hr-administration-training-course-2/

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HR Administration Training Course

Introduction

Introduction

Human Resource administration is all about striking a balance between the employees and the organization by doing what is best in the interest of the organization and at the same time meeting employee needs. HR personnel must implement systems that meet employee needs to achieve the bottom line.

HR duties tend to fall under a variety of roles depending on the company's needs. It starts from mapping the people needs of the organization basis the skills required to perform the duties efficiently and then recruiting, retaining, developing, managing change, and keeping people engaged enough to thrive and lead to organizational growth.

The primary job of HR administrators is to maintain a healthy positive relationship with people (staff, leaders, vendors, Stakeholder-Internal and external) as they are the first point of contact for any needs of human resources who collaborate and interact with an organization.

This Xcelerate training course will empower you in setting up a new HR department from scratch with every aspect of human resource administration is taken care of or establishing an old one that needs some rework in some areas of how human resources are managed in the organization.

The revival of HR policies and administration is imperative with changing goals, the scale of business, a number of people employed, and as a response to the political, economic, social, and technical environment.

Learning Objectives

- Learn how to set up an HR function/ department in an organization
- Devise people policies customized to their organizational culture
- Embrace the ever-changing needs of HR in the global economic environment
- Determine various processes and functions that an HR administrator must know and implement in the organization
- Manage the entire employee life cycle end to end
- Define competencies for each job and hire the right talent, train, and provide feedback for growth
- Attract, motivate, and retain talent in the organization by designing fair compensation and benefits program
- Learn the techniques of communicating effectively with internal and external human resources
- Manage various functions of HR by collaborating with leaders and stakeholders
- Document every critical incident in the organization
- Assess and revise policies to match the National laws removing any discrepancy

- Handle conflicts and grievances effectively
- Make exit process streamlined by learning employee experience and work on areas of improvement

Training Methodology

Xcelerate training institute has designed this training program on the Certificate in HR Administration Course for individuals at junior to managerial levels, this course will especially benefit the HR personnel's.

Interactive sessions are designed for participants to share their own office experiences and challenges. Customized modules can be arranged for organization specific learning requirements. This program involves group discussions, case studies, and role-plays.

Benefits for Your Organization

- Enable personnel to set up HR department from scratch or renew the existing one
- Empower HR administrators to map the people needs of the organization
- Define competencies and skills required to perform the jobs that would lead to success
- Develop the capability to align your organizational policies to National laws
- Hire the right talent right staffing policies and approach
- Formulate retention policies that reward employees, ensure a good relationship, and provide a safe and healthy work environment
- Develop and preserve competence by improving knowledge, skills, and capabilities strategically
- Customize training interventions to address the specific needs of your human capital
- Proactively manage change by enhancing organizational capability
- Proactively anticipate and respond to the development in a political, economic, social, and technical environment
- Enhance communication skills of key HR administrators for crucial conversations with internal and external stakeholders
- Ensure timely and updated documentation of HR policies
- Maintain and update personnel files for engaging and motivating your people
- Put the best people to work, nurture them and gain an edge in the competitive market

Benefits for You

- Set up HR department from scratch
- Build capabilities to formulate staffing policies to recruit, select and promote right talent
- Get sensitized to and formulate right compensation and benefits policy for employees
- Map the manpower needs of organization proactively and recruit people with right skills
- Design right job description by analysis and reach out to the right talent
- Develop and preserve competence by incorporating training and development
- Stay abreast with the development in policies and procedures related to Human Resources
- Create compliance handbook uniquely designed for your organization adhering to National laws
- Communicate effectively with employees throughout their life cycle
- Maintain documentation for absolutely everything that happens around people
- Revise policies to meet the global and local standards

- Assist managers to record and keep a track of any critical incidents

Target Audience

HR Generalist, HR Administrators, Office Managers, HR Managers, Independent HR Consultants, Organization Development Consultants

Course Outline

Overview of HR

- Definition and scope of HR Administration
- Role and duties of the HR administrator
- Who can be an HR administrator?

Duties of an HR Administrator:

- Administering Company Benefits
- Updating corporate policies
- Ensuring compliance with HR-related laws
- Managing the end-to-end employee life cycle
- Assisting managers with managing performance issues
- Maintaining documentation, performing operational duties and be a support function

Classification of Employees:

- Classification of employee- basis the skills they offer
- The time for which we need their services
- How we pay them for the services they render?

Compensation and Benefits:

- Compensation is the most critical aspect in attracting, motivating, and retaining the right talent pool
- While planning employee compensation review
- Organization culture: Standard pay vs. Special pay across levels & duties
- Workforce needs: personalization/ customization of benefits as per people needs
- Matching industry standards – competitive pay
- Internal equity – clearly defined criteria and fair pay structure for similar roles

Company Policies:

Must be provided to every employee of the organization and changes, if any, must be communicated regularly

- Leader’s address/ letter from the CEO
- Vision, mission, and values of your organization
- Code of conduct
- Performance Management
- Disciplinary Procedures; Acceptable & Unacceptable behaviors
- Keep adding to, revisiting, and improvising the handbook with the ever-changing global environment

Compliance & Record keeping

- Record keeping of employee performance, advancement, career development, absolutely everything around what is happening with the people in the organization
- Maintain an individual file for each employee
- HR to record the entire journey starting from the hiring of an employee; resume, feedback, background check, promotion, pay, etc.
- Immediate supervisor and peers to consistently record critical incidents (good or bad)

Recruitment and Selection

- Defining a Job Description
- Recruiting
- Interviewing
- Hiring the right candidate: Maintain Diversity and avoid any sort of discrimination
- On boarding of an employee

Employee Performance

- Understanding performance expectations according to culture and goals
- Define core competencies, performance evaluation criteria and conduct the same regularly
- Training and Development
- Discipline around acceptable behaviors, consequences of non-compliance, support for corrective measures
- Grievance redresses and conflict resolution
- The exit of an employee: steps, exit interview, knowledge transfer, resignation Vs. termination

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Registration Form

HR Administration Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
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Email this form
info@x8ti.com

Register online
Open the course page