TECHNICAL EDUCATION ACADEMY

School of Business and Management

COURSE PROGRAMME

000169

HRMT005 - HR Administration and Engagement

Today's workforce faces daunting challenges to cut costs, improve quality, increase production, and develop new products and services at an increasingly faster speed.



Learn from the Best in the Business!

Course overview

Foundation level

Why take this course

Today's workforce faces daunting challenges to cut costs, improve quality, increase production, and develop new products and services at an increasingly faster speed. While some companies struggle or fail, others are able to cope with the increasing demands. Only those who know how to do it right thrive in today's fast changing environment.

This course will help participants to develop their skill and knowledge in HR, enabling them to increase contribution and effectiveness of their contribution to the team and the organisation.

This interactive course will cover the HR professional's knowledge in the areas of organizational structures, organizational systems, HR reporting, legal documentation and employee policies. It will increase efficiency and dealing with occurrences that can happen in the workplace.

Who it is for and how it helps

HR administrators and officers who wish to develop their knowledge and improve their HR administration skills.

What you will learn

- Have an understanding and appreciation of the role, scope and function of key HR processes and procedures
- Develop their knowledge and skills required to increase their confidence
- Enhance their contribution towards the effectiveness of your company’s HR team.
- Distinguish between various types of organizational structures
- Develop HR reports using different types of graphs and templates
- Select legal documents required to collect and maintain for employees.
- Create their organization’s employee manual
- Implement employees’ engagement processes in their organizations

Curriculum

Modules 01–04

01 The role and the scope of the HR function

- Defining the purpose of HR and personnel management
- Exploring the range of HR activities
- Major roles and responsibilities of HR department
- A look at the HR administrator’s job description
- Professional qualifications as a competitive advantage
- Competencies of successful administrators
- Assessing and developing your competencies
- Identifying different approaches to recruitment and selection
- Understanding the learning cycle - Exploring a systematic approach to your own learning and development.

02 Introduction to organizational structures

- Definition and purpose
- Types of organizational structures
- Advantages and disadvantages of various structures
- Tools used to draw organizational structures

03 Human Resources Information Systems (HRIS)

- The evolution of HRIS
- Legal issues of security and data protection
- Functions and features of HR systems
- Determining business requirements
- Developing assessment criteria to be used for evaluating different systems
- Assessing and evaluating existing HR systems

04 HR measurements and reporting

- Research terms and techniques
- Frequently used HR metrics
- Reporting methods and examples: charts and graphs

Curriculum

Modules 05–06

05 Employee documentation and record keeping

- Purpose and objective of record keeping
- Employee files: legal documents to maintain
- Developing an orientation package: documents to provide to new hires
- Policies, procedures and work rules
- Developing an organization’s employee manual

06 Employee Engagement

- Satisfaction versus Engagement
- The business impact of engagement
- Assessing your current level of engagement
- The employee engagement contract
- Who owns engagement?
- How to inhibit employee engagement (what not to do)
- Helping employees take ownership for their engagement
- Creating your own employee engagement action plan
- Creating a team employee engagement action plan

Pre-course requirements

- Базовые знания в данной области

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000169 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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