

# Certificate in HR Administration

## *Essential Skills for HR Administrators*

### ONLINE TRAINING COURSE OVERVIEW

The role and function of Human Resource Management (HRM) is constantly changing. In particular, the role and function of HR administrators can be very challenging. This practical and relevant Anderson online training course provides a comprehensive overview of the role and activities of the HR Department. It presents the latest tools and techniques for the effective management of people in any type of organisation. You will learn about the essential processes involved, the systems used and the skills needed to be a successful HR Administrator in a modern organisation.

#### UPCOMING SESSION

14 - 18 December 2020  
11:00 to 16:00 Dubai [GMT +4]  
Fees: \$2,350

23 - 27 May 2021  
11:00 to 16:00 Dubai [GMT +4]  
Fees: \$2,350

12 - 16 December 2021  
11:00 to 16:00 Dubai [GMT +4]  
Fees: \$2,350



## ONLINE TRAINING COURSE OBJECTIVES

By attending this Anderson online training course, delegates will be able to:

- Describe a 'best practice' approach to the key administrative activities
- Discuss the limitations and advantages of training assessment
- Apply best practices in working with employees and assisting with problems
- Demonstrate awareness of employee resourcing, recruitment & reward
- Design a strategy for maintaining security of employees' information

## DESIGNED FOR

This Anderson online training course is suitable to a wide range of professionals but will greatly benefit:

- HR Administrators and Assistants
- HR Officers who need a thorough understanding of key HR principles
- Those who have recently joined an HR Department
- Those working in HR without formal HR Qualifications
- Newly appointed HR Business Partners
- Those who wish to enter the HR field
- Any existing HRM personnel who need to stay up-to-date on current HR practices
- Technical staff transferring to an HR Department

## TRAINING COURSE OUTLINE

Amongst a wide range of valuable topics, the following will be prioritised:

- The basics of Human Resource Management (HRM)
- The role of HR administration in the modern global organisation
- Strategic HRM and how it effects hr administration
- HR administration and performance management
- People resourcing, reward and talent management
- Measuring and reducing absenteeism
- Essential steps in employee record security and confidentiality
- Bringing creativity to the hr administration role
- Working with and supporting employees
- Critical administrative work in training and development

### PROFESSIONAL RECOGNITION AND ACCREDITATION



HR Certification Institute's® ([www.HRCI.org](http://www.HRCI.org)) official seal confirms that Anderson Executive Development Centre meets the criteria for pre-approved recertification credit(s) for any of HRCI's eight credentials, including SPHR® and PHR®.

### THE CERTIFICATE

- Anderson e-Certificate of Completion will be provided to delegates who attend and complete the course
- The HRCI Approved Provider Seal and the corresponding Recertification Credit Hours Awarded will be reflected on the Certificate of Completion