5 Days

Certificate in HR Administration

Essential Skills for HR Administrators

▶ Upcoming Sessions

22-26 Jul 2024	Online	$3,950
14-18 Oct 2024	Online	$3,950

▶ Training Details

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.

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 Details

Day One: Human Resource Management

- Introducing Human Resource Management (HRM)
- Main activities, responsibilities and tasks of HRM
- Strategic HRM and HR Administration
- The new models of HRM
- Administration and business support

Day Two: HR Administration and Performance Management

- Measuring and reducing absenteeism
- Introduction to HR databases and computer systems
- Security and confidentiality of employee records
- Performance management in a multi-cultural setting
- Appraisal systems that work

Day Three: Recruitment, Resourcing & Reward

- Pay and reward, compensation and benefits
- Total reward and retention
- The stages of recruitment and selection
- The use and limitations of aptitude tests and psychometrics
- Assessment and development centres

Day Four: Supporting & Empowering Employees

- Orientation for new employees
- Employee diversity & inclusion
- Employee Assistance Programmes (EAP)
- Bullying and harassment
- Conducting exit interviews

Day Five: Effective Training Administration

- Mastering the training cycle
- Critical administrative work in training and development
- What is training needs analysis (TNA)?
- An overview of training evaluation methods
- Personal action planning

▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 – 12:30	**:**	**First Session**
12:30 – 12:45	:	Break (15 minutes)
12:45 – 14:15	**:**	**Second Session**
14:15 – 14:30	:	Break (15 minutes)
14:30 – 16:00	**:**	**Third Session**

▶ Accreditation

The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

▶ 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

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

Anderson
Executive Development Centre

P.O Box 74589, Dubai, United Arab Emirates

Web: www.anderson.ae

Email: info@anderson.ae

Phone: +971 4 365 8363

Fax: +971 4 360 4759