

# HR Administration Skills Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2026-12-08

**End Date:** 2026-12-12

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** HRMC

**Course Code:** HRMC-37

## Syllabus

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### Course Syllabus

#### Introduction

HR officers, HR specialists and HR administrators who wish to develop their knowledge and improve their skills in relation to HR administration skills

#### Objectives

- Identify the role of HR Administrators within the HR structure of their organization.
- List and develop competencies required for successful HR Administrators.
- Distinguish between various types of organizational structures and develop structures using Microsoft Visio.
- List the core functions of HR systems and determine business requirements for their organization's HR system.
- Develop HR reports using different types of graphs and templates.

## **Day One**

### **The HR Administrator in Organizations**

- Major Roles and Responsibilities of HR Administrators
- A Look at the HR Administrator's Job Description
- The HR Administrator's Position within the HR Department
- Professional Qualifications as a Competitive Advantage
- Competencies of Successful Administrators
- Technical Competencies
- Behavioral Competencies
- The Evolving Role of the HR Administrator

## **Day Two**

### **Introduction to Organizational Structures**

- Definition and Purpose
- Types of Organizational Structures
- Advantages and Disadvantages of Various Structures
- Examples of Structures for a Number of Organizations
- Tools Used to Draw Organizational Structures
- Workshop: Using Microsoft Visio in Drawing Organizational Structures

## **Day Three**

### **Working with Human Resources Information Systems (HRIS)**

- 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
- Workshop: Live Demonstration and Practice Using an HRIS

## **Day Four**

### **HR Measurements and Reporting**

- Research Terms and Techniques
- Frequently Used HR Metrics
- Calculating HR Metrics
  - Recruitment Metrics
  - Retention Metrics
  - Compensation/Benefits Metrics
  - Training and Development Metrics

## **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 Handbook
  - Purpose of Handbook
  - Sections of the Handbook
  - Process of Developing Handbook