

€ TRAINING

The Effective Human Resources
Administrator





The Effective Human Resources Administrator

Introduction:

This exciting new program creates an opportunity for delegates to learn all about the HR Administration. Delegates will learn about the processes involved, the systems used, and the skills needed to be successful in this role. They will explore numerous personnel activities ranging from a recruitment interview through training administration to performance appraisals, discovering the skills required, and the role of the HR Administrator along the way.

Participants will gain insight into the work of the HR Department. You will learn about the latest methods that HR professionals utilize today for building a high-performance organization. They will then feel comfortable working in an HR Department having had a big-picture overview of the department's main activities and methods of working.

Course Objective:

At the end of this course the participants will be able to:

- Describe the work and structure of the modern personnel HR department
- State why accurate and accessible HR records are essential
- Describe the steps involved in a recruitment campaign
- State the HR requirements for the induction of a new employee
- Describe the uses of different selection and recruitment tools
- Help to plan and administer performance appraisals
- State the benefits of having an HR Strategy and long term HR Plan

Targeted Audience:

- HR Managers
- HR Professionals
- HR Administrators and Officers who wish to develop their knowledge and improve their HR administration skills.

Course Outlines:

Unit 1: An Overview of The HR Functions:

- Roles and Responsibilities of the Human Resources Administrator
- Typical HR department structures
- Centralized versus distributed HR
- The HR service center concept
- Where the department fits in the organization
- HR jobs and systems
- Qualifications and professional study

Unit 2: Working with Employees and Job Analysis:

- Terms and Conditions of Employment
- Rights and obligations of employers and employees

- Health and safety
- Complying with employment law
- Job Analysis
- Developing Job Descriptions and Person Specifications
- The use and application of Job Analysis information

Unit 3: Recruitment and Selection:

- HR Planning
- Recruitment process
- Recruitment sources and methods
- Selection process
- The Application and CVs
- Assessment and development centers
- Aptitude tests
- Psychometric profiling
- Reference checking and screening
- Contracts and offers

Unit 4: Training and Development:

- Introduction to Training and development
- Training Administration
- Induction and basic job training for new employees
- The science of adult learning
- Learning styles
- The Training co-ordinator
- The Training cycle
- Validation and Evaluation

Unit 5: Performance Management and the Administration of Pay:

- Introduction to Performance Management
- The Performance Appraisal
- Administration requirements
- Links to salary increase and bonus
- The pros and cons of performance appraisals
- Pay and reward, compensation and benefits
- Salary structures
- Payroll administration
- Personal action planning