



AFRICAN ADVANCED LEVEL TELECOMMUNICATIONS INSTITUTE (AFRALTI)

## TRAINING WORKSHOP OUTLINE

<b>Title:</b>	HR Admin
<b>Date:</b>	19 <sup>th</sup> -21 <sup>st</sup> November 2018
<b>Duration:</b>	2.5 Days

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### Course Overview:

Gain an overall understanding of human resources as it relates to an organization's goals and strategic objectives. Participants will examine the issues of human resources management and its various functions, activities and processes. Human resources policies, procedures and programs in large and small organizations, as well as specialized functions including staff planning, HR records management, Human Resources Information Systems (HRIS), Internal and external communication, health and safety will be discussed.

### Target Audience:

HR Professionals

### Value Proposition:

Participants will gain knowledge of the latest trends in human resources management and planning. In addition, they'll learn to work as a team member on projects and manage HR data utilizing the most current business best practices and information management systems.

### Methodology:

- Case studies
- Role playing activities
- Research assignments and presentations
- Simulated negotiation situations
- Group work

### Workshop Objectives:

In this course, participants explore the essential elements of human resources (HR) Admin and how it contributes to organizational goals. They examine the relationship between effective HR Admin, employee satisfaction and business strategy. They receive an introduction to functional

areas of HR including records management, effective internal and external communication, health and safety requirements, and workplace applications. Emphasis throughout the course is placed on the strategic role of HR in today's business environment.

#### **Workshop Learning Outcomes:**

- Managing an Effective HR Admin system Secure and effective record keeping
- Manage workplace health and safety issues.
- Understand and use HRIS – Human Resources Information Systems.

#### **Workshop Contents/Topics:**

- The role of HR administration in the modern organisation
- Strategic HRM and how it effects HR administration
- Working with Human Resources Information Systems (HRIS)
- HR measurements and reporting
- Developing interpersonal communication skills
- Essential steps in employee record security and confidentiality
- Bringing creativity to the HR Administration role

For more information, please contact us on

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