PARTNERS IN KNOWLEDGE UK LTD
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Managing the HR Function Efficiently

PIK767-1127 UK-LDN-1

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Place	: London	**Venue**	: Radisson Blu Hotel (19-25 Granville Place, London W1H 6PA) - TBC		
Start Date	: 01-11-2027	**End Date**	: 05-11-2027	**PPP**	: £4950

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW The HR Administrator role plays a crucial part in the overall functioning of an organisation. This training program aims to provide participants with the essential skills and knowledge necessary to manage Human Resources operations efficiently. By focusing on key HR functions, the program prepares individuals to navigate the complexities of workforce management, ensuring that they can contribute positively to the organisation's goals. Furthermore, the training emphasises the importance of supporting organisational success through effective HR practices. Participants will learn to implement strategies that enhance employee engagement, foster a positive workplace culture, and comply with legal regulations. Ultimately, this program equips future HR Administrators with the tools they need to drive operational excellence and support the overall mission of their organisations.

Course Overview:

COURSE OBJECTIVES

By the end of this program, participants will be able to:

- Understand the role of an HR administrator in an organisation.
- Identify the key responsibilities associated with HR administration.
- Implement HR policies and procedures in a practical manner.
- Manage employee records and personal information securely and confidentially.
- Support the recruitment process by effectively assisting with job postings and candidate selection.
- Facilitate onboarding processes to integrate new employees into the company.
- Ensure compliance with current employment laws and regulations to protect both the organisation and its employees.

TARGET AUDIENCE

- Human Resources Administrators.
- Human Resources Assistants.
- Office Managers.
- Professionals involved in HR operations.
- Individuals responsible for employee relations.
- Staff coordinating office activities.
- Team members handling administrative tasks.

Program Outline:

DAY 1: Grasping the Role of the HR Administrator

1. Explanation and scope of HR administration.
2. Primary responsibilities and tasks.
3. Significance of HR administration in achieving organisational success.

4. Ethical issues in HR administration.
5. Examples and case studies from real life.

DAY 2: HR Policies and Procedures

1. Steps for creating and implementing HR policies.
2. Communicating policies effectively to employees.
3. Addressing policy breaches and disciplinary measures.
4. Ongoing enhancement of HR policies.
5. Legal aspects in policy formulation.

DAY 3: Managing Employee Records and Data

1. Significance of precise record maintenance.
2. Categories of employee records (personnel files, performance reviews).
3. Data protection and confidentiality.
4. Utilising HRIS (Human Resource Information Systems).
5. Policies for document retention.

DAY 4: Recruitment & Onboarding Assistance

1. Overview of the recruitment process.
2. Job advertising and applicant tracking.
3. Resume screening and interview scheduling.
4. Integrating new hires into the organisation.
5. Offering support to hiring managers.

DAY 5: Adherence to Employment Laws

1. Summary of essential employment laws and regulations.
2. Promoting workplace diversity and inclusion.
3. Addressing discrimination and harassment concerns.
4. Regulations regarding workplace safety and health.
5. Strategies for conducting HR audits.