

# HR Skills for HR Administrators: Mastering Core Competencies

2027 0000 7 - 3  
Malé (Maldives)

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### **Day 3: Employee Relations and Communication**

- Handling employee concerns and workplace conflicts.
- Applying effective communication techniques.
- Supporting performance management processes.
- Managing disciplinary procedures professionally.

### **Day 4: HR Data Management and Reporting**

- Understanding HR information systems and their functions.
- Managing employee records accurately and securely.
- Preparing HR reports and basic analytics.
- Ensuring data privacy and security in HR operations.

### **Day 5: Strategic HR and Compliance**

- Aligning HR activities with business objectives.
- Supporting organizational change initiatives.
- Understanding key employment law concepts.
- Conducting internal HR audits and reviews.

### **Individual Impact**

- Strengthen core HR administrative and operational skills.
- Improve confidence in handling day-to-day HR responsibilities.
- Enhance communication and problem-solving abilities.
- Develop a more structured and professional approach to HR tasks.

### **Work Impact**

- Improve efficiency and consistency in HR processes.
- Enhance recruitment and employee onboarding outcomes.
- Strengthen compliance with policies and regulations.
- Support better decision-making through accurate HR data.

### **Training Methodology**

This program combines practical learning with real-world application to ensure effective results. Methods include:

- Interactive sessions and guided discussions.
- Case studies based on HR scenarios.
- Practical exercises in recruitment, policy development, and reporting.
- Group activities focused on problem-solving and communication.
- Templates and tools for immediate workplace application.

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## Beyond the Course

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

- Create a comprehensive and structured HR policy manual.
- Design an effective recruitment and onboarding process.
- Implement a consistent performance management approach.
- Develop HR reports and analytics to support decision-making.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles.

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