

HR Administration Skills: Mastering Core HR Functions

2027 00000 4 – 0000 31
Orlando, Florida (USA)

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Day 3: Payroll and Compensation Administration

- Understanding payroll processes and calculations.
- Managing tax compliance and reporting requirements.
- Structuring salaries and job classifications.
- Administering employee benefits programs.

Day 4: HR Compliance and Risk Management

- Understanding key employment laws and regulations.
- Supporting workplace safety and health requirements.
- Ensuring equal opportunity and fair practices.
- Managing data privacy and security in HR systems.

Day 5: HR Metrics and Reporting

- Identifying and tracking key HR metrics.
- Creating clear and useful HR reports.
- Using data to support decision-making.
- Exploring emerging trends in HR technology.

Individual Impact

- Strengthen your ability to manage HR operations efficiently.
- Improve accuracy and consistency in administrative processes.
- Build confidence in handling compliance and documentation.
- Enhance your skills in using HR systems and tools.

Organizational Impact

- Improve efficiency and consistency in HR processes.
- Ensure compliance with legal and regulatory requirements.
- Enhance data accuracy and reporting capabilities.
- Support strategic HR initiatives through strong administrative foundations.

Training Methodology

This program emphasizes practical learning through:

- Real-world HR scenarios and case studies.
- Interactive discussions and group exercises.
- Hands-on practice with HR processes and tools.
- Templates and resources for immediate application.

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A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a gold pawn behind it. The board is checkered, and there are concentric circles in the background.

Beyond the Course

By the end of this program, participants will be equipped with the knowledge and tools needed to manage HR administration effectively.

They will return ready to:

- Streamline HR processes for greater efficiency.
- Ensure compliance with relevant regulations.
- Improve data management and reporting practices.
- Support broader HR and organizational objectives.

This course enables professionals to build a strong administrative foundation that supports both operational excellence and long-term organizational success.

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