



*Training Course:  
The HR Administrator's Role*

*16 - 20 December 2024  
Geneva (Switzerland)*

## Training Course: The HR Administrator's Role

Training Course code: HR3024 From: 16 - 20 December 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250  
€ Euro

### Introduction

This new and much needed program is offered for the first time this year. The HR administrator's critical role is rapidly changing; the new importance of HR, its changing shape and responsibilities all require outstanding administrative support and leadership. Two of the world highest paid HR professionals started as HR administrators, it's a career with no boundaries providing you have the right approach for the new challenges of tomorrow HR.

Some highlights of this course are:

- You will understand the complete role of HR and the new organizational map
- Find out the fastest growing area of HR - and why it's so important
- Be able to see how HR Data can be better managed and how predictive forecasting works
- Find out about the 10 key areas of any world-class HR function and how they fit together
- Find out how two key activates in the new HR will dramatically improve HR efficiency

### Course Objectives of HR Administrator's Role

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

- Know and be able to demonstrate to others how a world-class integrated HR function operates
- Be able to show others the real value HR can deliver to any organization
- Be able to understand how people are the essential ingredient in any organization - master personality, competence, and performance -the three key people ingredients
- Use new techniques and software to get the best from your existing HR data
- Update your own skill level for 2012 and beyond

### Course Process of HR Administrator's Role

- This course will be presented by a world leader in effective HR. The training will all be practically based, using industry case studies, group work and presentations.
- Delegates will get a colored wall chart showing the new HR function which will aid future development. New software will be demonstrated linked to case studies
- Delegates will get the opportunity to see personality profiling and its value for recruitment, development and succession planning

### Course Benefits of HR Administrator's Role

For those attending:

- Master the complete role of tomorrow's world-class HR functions
- Gain confidence through attending a definitive course on HR

- Learn through practice and be able to return to work with an enhanced skillset
- Find out what outstanding HR has to offer world-class companies
- Be able to have the confidence and knowledge to become more efficient when returning to work

## Course Results of HR Administrator's Role

For the organization:

- Greater HR efficiency
- Forward and results-focused
- HR will become a better fit with the rest of the organization
- Those attending will have significant skills improvement
- Those attending will be able to improve on the 10 key HR deliverables
- This course will provide a high return on investment

## Core Competencies of the HR Administrator's Role

- Forward Planning and business results
- Effective and efficient use of time
- Mastery of new HR skills
- Able to create business value
- Business data management

## Course Outlines of HR Administrator's Role

### Day One

Does HR provide a good service?

- Introductions and course objectives
- What does HR do v What should it do
- How should HR success be measured
- Getting HR aligned with organizational needs
- Debrief review
- Understanding who is our customer

### Day Two

HR in alignment from structure to strategy - how it all works

- Moving to greater effectiveness- the new shape of HR functions
- The key critical areas of HR -the new HR map of activities
- Key activity one - where HR fits with organizational strategy
- Ways of improving cooperation between HR and other departments
- Tools to help us work better with other departments

### Day Three

From recruitment to performance appraisal - critical processes

- Key activity two Recruitment and selection - your involvement in the process. Recruitment is the gateway

into the organization

- Recruitment in action
- A recent improvement in the recruitment process and how to streamline the process
- Key Activity three Performance appraisal - how much does this cost -
- Is performance appraisal good value? What is it designed to do?
- The need to measure and collect two critical pieces of data - Competencies and performance ratings. How to improve this process

## Day Four

### Training and HR processes

- Key activity four How to code, priorities and get a streamlined system for training
- The new training schema
- Activities involved in training - getting it right
- Key activity five - Pay bonus and rewards - new ideas and methods to improve motivation
- Key activity six - Grievance - disciplinary and rules and regulations - the most difficult area; disciplinary issues
- What other companies do - Case Studies

## Day Five

### Making things happen correctly

- Key activity seven - HR's role as leaders
- Innovation in succession planning - approaches
- Key activity eight - People are not your most valuable asset - the right people are - measuring human capital
- Key activity nine - the new HR powerhouse - manpower planning
- Using HR data to significantly help the business
- Key activity ten - the role of HR in managing processes

## Registration form on the Training Course: The HR Administrator's Role

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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