



*Training Course:
The Effective Human Resources Administrator*

*29 March - 2 April 2027
Geneva (Switzerland)*

Training Course: The Effective Human Resources Administrator

Training Course code: HR3039 From: 29 March - 2 April 2027 Venue: Geneva (Switzerland) - Training Course Fees: 6050
€ Euro

Introduction

In today's structured and compliance-driven organizations, the role of the Human Resources Administrator is no longer limited to routine paperwork—it is a **critical operational function that ensures the efficiency, accuracy, and integrity of HR processes**. From maintaining employee records to supporting recruitment, training, and performance management cycles, HR administrators serve as the backbone of the HR department.

The **Effective Human Resources Administrator** program is designed to provide participants with a comprehensive understanding of HR administration functions, systems, and workflows. It equips them with the practical skills required to manage HR operations efficiently while ensuring compliance with organizational policies and employment regulations.

Participants will gain a **holistic view of HR operations**, enabling them to support HR teams effectively and contribute to building a high-performance, well-structured organization.

Program Objectives

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

- Understand the structure and functions of a modern HR department
- Maintain accurate and compliant HR records and documentation
- Support and administer recruitment and selection processes
- Coordinate employee onboarding and induction programs
- Assist in training and development administration
- Support performance management and appraisal processes
- Understand compensation, payroll basics, and HR administrative controls
- Contribute to the implementation of HR strategies and long-term planning

Target Audience

- HR Administrators and HR Assistants
- HR Coordinators and Officers
- Administrative professionals supporting HR functions
- Entry-level HR professionals
- Office administrators involved in HR-related tasks
- Individuals seeking a career in Human Resources

Training Outline

Day 1: Overview of the HR Function

- Role and responsibilities of the HR Administrator
- Structure of modern HR departments
- Centralized vs. decentralized HR models
- HR shared services and service center concept
- HR systems and administrative workflows
- HR career paths and professional development

Day 2: Working with Employees & Job Analysis

- Employment terms and conditions
- Rights and obligations of employers and employees
- Health, safety, and legal compliance basics
- Introduction to job analysis
- Writing job descriptions and person specifications
- Practical application of job analysis data

Day 3: Recruitment and Selection Administration

- HR planning fundamentals
- Recruitment lifecycle and administrative role
- Sourcing methods and recruitment channels
- Screening CVs and application management
- Supporting interviews and assessment centers
- Psychometric tests and reference checks
- Preparing contracts and offer letters

Day 4: Training and Development Administration

- Introduction to learning and development
- Training coordination and logistics
- Employee induction and onboarding processes
- Fundamentals of adult learning principles
- Training cycle TNA □ Design □ Delivery □ Evaluation
- Monitoring and evaluating training effectiveness

Day 5: Performance Management & Compensation Administration

- Fundamentals of performance management systems
- Supporting performance appraisal processes
- Documentation and administrative requirements
- Linking performance to salary reviews and bonuses
- Introduction to compensation and benefits
- Salary structures and payroll basics
- Developing personal HR administrative action plans

Registration form on the Training Course: The Effective Human Resources Administrator

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

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