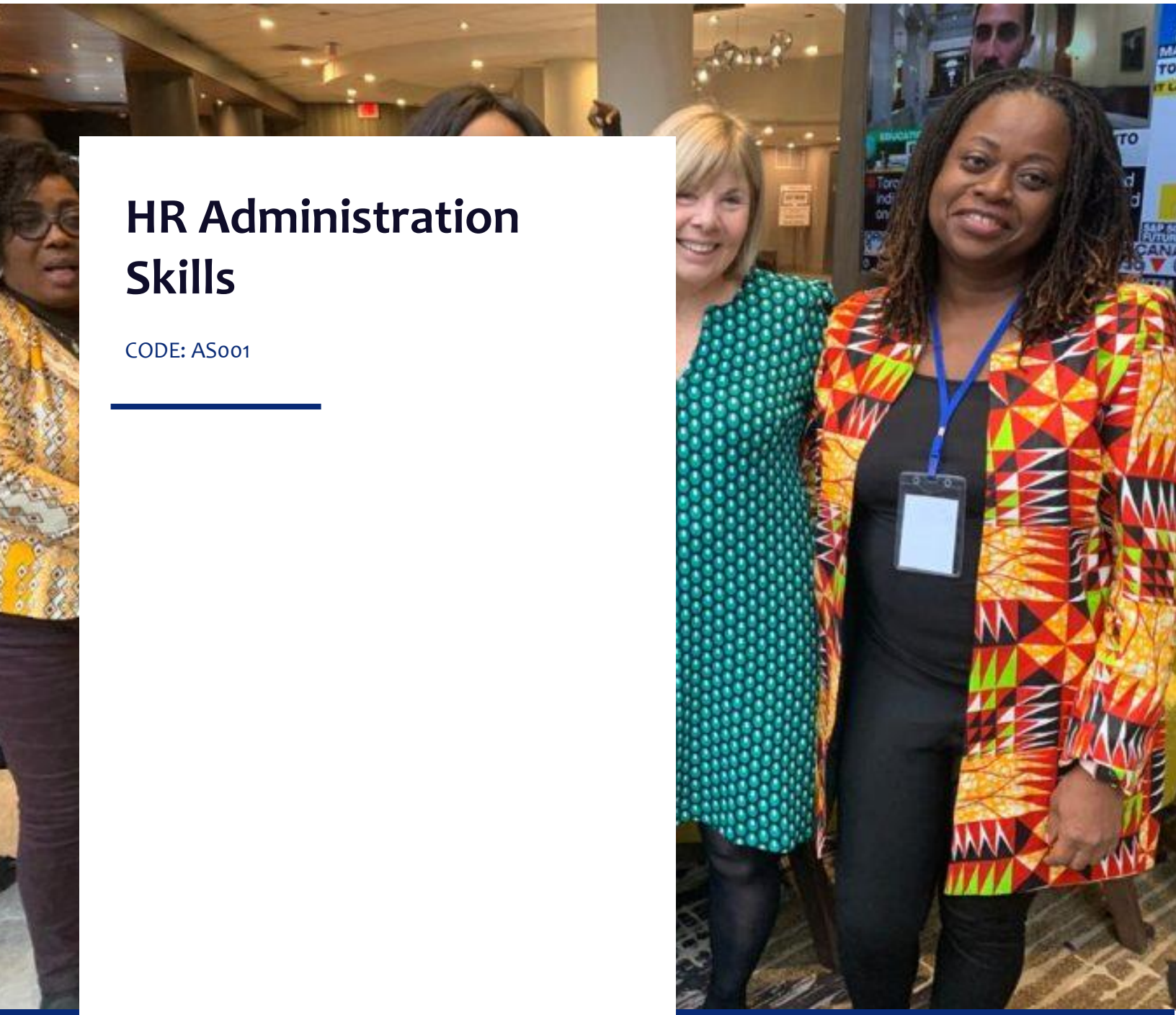

HR Administration Skills

CODE: AS001

NOVEMBER 223

KNOWLEDGE TREE
INTERNATIONAL INSTITUTE LLC

HR Administration Skills

AS001

Course Overview

Considering creating a strong HR department? Every company's foundation is its human resources management department. Additionally, any firm must understand its customers and internal motivations in order to succeed. The Effective HR Administration is ideal for anyone who are already working in HR or who want to break into the field. This course will provide you the skills and knowledge you need whether you run a small business, are an HR professional trying to enhance your career, or are brand-new to the field.

The course on Effective HR Administration will go over important subjects like motivating workers, knowing the legal and ethical boundaries of staff management, and how the HR department supports the entire organization. It will also cover the general principles of human resources in an organization. Individuals will gain knowledge about hiring, supervising, handling employee health and safety issues, implications of working remotely, and collaborating with virtual groups through the Effective HR Administration course. After successfully completing the Effective HR Administration course, you will receive an internationally recognized qualification that is accredited to a training organization and is recognized throughout the world.

Learning Outcomes

Develop a strong overall understanding of HR functions.

Learn how to apply HR principles and concepts in a working environment

Learn how to make better informed decisions within HR.

Learn how HR functions can support your business.

Learn how to motivate your employees and get them to work as part of a team.

Who is this Course aimed at?

This training course is suitable for a wide range of HR professionals but will greatly benefit:

- The course is aimed at Mid-Level Managers.
- Small business owners.
- Students who have an interest in human resources.
- The course is for individuals looking for a career change.
- HR Managers
- HR Administrators and Assistants
- HR Officers who need a thorough understanding of key HR principles

- Those who have recently joined an HR Department
- Those working in HR without formal HR Qualifications
- Newly appointed HR Business Partners
- Those who wish to enter the HR field
- Any existing HRM personnel who need to stay up-to-date on current HR practices
- Technical staff transferring to an HR Department
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Course Format

Face-to-Face

Schedule and Fees:

$3,950.00 Fees + VAT as applicable

(including coffee breaks and a buffet lunch daily)

Duration: 10 Days

Dates: 16th – 27th January 2023

18th – 29th September 2023