MERCURY

HR Administrator Roles & Responsibilities Training Course

27 September – 1 October 2027
Geneva (Switzerland)



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HR Administrator Roles & Responsibilities Training Course

Ref: 3024_283718 **Date:** 27 September – 1 October 2027 **Location:** Geneva (Switzerland) **Fees:** 6500 Euro

Introduction

This new and much-needed HR administrator roles and responsibilities program is offered for the first time this year. The HR administrator's critical role is rapidly evolving. The newfound importance of HR, its transforming nature, and its responsibilities necessitate exceptional administrative support and leadership.

Two of the world's highest-paid HR professionals began their careers as HR administrators, proving it's a career with limitless possibilities, provided you have the right approach for the new challenges ahead in HR.

Understanding the Role of an HR Administrator

In this HR administrator roles and responsibilities course, we delve into what the role of an HR administrator entails. Participants in the HR administrator roles and responsibilities course will explore how HR administrators act as the backbone of the HR function, providing essential support in areas such as recruitment, performance management, and employee relations. Well, it also addresses the question: what are the responsibilities of an HR administrator?

Targeted Groups

- HR managers.
- HR professionals.
- HR administrators.
- Officers who wish to expand their knowledge and enhance their HR administration skills.

Course Objectives

By the end of this HR administrator roles and responsibilities course, participants will be able to:

- Know and demonstrate how an integrated, world-class HR function operates.
- Show the real value HR can deliver to any organization.
- Understand that people are the essential ingredient in any organization - master personality, competence, and performance - the three key people ingredients.
- Utilize new techniques and software to get the best from your existing HR data.
- Comprehend the complete role of HR and the new organizational structure.
- Manage HR data effectively and understand predictive forecasting.
- Master the role of tomorrow's world-class HR functions.
- Learn what exceptional HR contributes to world-class companies.
- Return to work with the confidence and knowledge to become more efficient.

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Targeted Competencies

At the end of this HR administrator roles and responsibilities training course, the target competencies will be able to develop the following:

- Planning and generating business results.
- Time management effectively and efficiently.
- Mastery of new HR skills.
- Creating business value.
- Business data management.

Course Content

Unit 1: Does HR Provide a Good Service?

- There needs to be more clarity between what HR does vs. what it should do.
- Measuring HR success.
- Aligning HR with organizational needs.
- Debrief review.
- Identifying our customers.

Unit 2: HR in Alignment: From Structure to Strategy

- Transitioning to greater effectiveness - the new shape of HR functions.
- The critical areas of HR - the new HR map of activities.
- The integration of HR with organizational strategy.
- Enhancing cooperation between HR and other departments.
- Tools for improved inter-departmental collaboration.

Unit 3: From Recruitment to Performance Appraisal - Critical Processes

- Critical activity two: Recruitment and selection - your involvement in the process.
- Recruitment is the gateway into the organization.
- Recruitment in action.
- Recent improvements in the recruitment process and how to streamline the process.
- Critical activity three is performance appraisal, and how much does this cost?
- Is performance appraisal good value? What is it designed to do?
- There is a need to measure and collect two critical pieces of data - Competencies and performance ratings. How to improve this process?

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Unit 4: Training and HR Processes

- Critical activity four: How to code, prioritize, and get a streamlined system for training.
- The new training schema.
- Activities involved in training - getting it right.
- Critical activity five - Pay bonus and rewards - new ideas and methods to improve motivation.
- Essential activity six - Grievance - disciplinary and rules and regulations - the most challenging area; disciplinary issues.
- What do other companies do?

Unit 5: Making Things Happen Correctly

- HR's leadership role.
- Innovative approaches to succession planning.
- The right people are the most valuable asset - measuring human capital.
- HR as the new powerhouse - manpower planning.
- Leveraging HR data to boost business performance.
- The role of HR in process management.