



HUMAN RESOURCES AND TRAINING

Effective Use of HRIS for HR Administration

Course code: HRT-028

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Human Resource departments are increasingly expected to operate with speed, accuracy, and strategic insight. Manual processes and disconnected systems often lead to inefficiencies, errors, and limited visibility into workforce data. Human Resource Information Systems (HRIS) provide a powerful platform to streamline HR operations, improve data accuracy, and support informed decision-making. When used effectively, HRIS can transform HR from an administrative function into a strategic partner. This course is designed to help HR professionals understand how to leverage HRIS tools to manage employee data, automate processes, generate reports, and enhance overall HR service delivery. It focuses on practical usage, system optimization, and improving operational efficiency.

Why Attend

This programme combines practical system understanding with applied HR processes:

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Demonstrations of HRIS functionalities and workflows

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Hands-on exercises using sample HR data

Who Should Attend

HR Officers and HR Administrators

HR Analysts and HRIS Specialists

Payroll and Personnel Administration Staff

HR Managers and Coordinators

Professionals responsible for HR data and systems

Anyone involved in HR operations and reporting

— Learning Objectives

- Understand the structure and components of HRIS platforms
- Manage employee data effectively within HR systems
- Automate key HR administrative processes
- Generate and interpret HR reports and dashboards
- Improve data accuracy and compliance
- Enhance HR operational efficiency through system utilization
- Support HR decision-making using system-generated insights

— Course Outline

DAY
1

Introduction to HRIS and Digital HR

- Overview of HRIS and its role in modern HR
- Key components and modules of HRIS systems
- Transition from manual to digital HR processes
- Benefits and challenges of HRIS implementation
- Data structure and employee information management
- Overview of HR digital transformation

DAY
2

Managing Employee Data and Core HR Processes

- Employee data lifecycle management
- Data entry, validation, and updates
- Managing employee records and documentation
- Automating core HR processes (leave, attendance, etc.)
- Ensuring data accuracy and integrity
- Practical exercise: managing HR data

DAY
3

HRIS Workflows and Process Automation

- Workflow design and approval processes
- Automating HR transactions
- Integration with payroll and other systems
- Managing employee self-service portals
- Reducing manual intervention and errors
- Case study: HR process optimization

DAY
4

Reporting, Analytics, and Compliance

- Generating HR reports and dashboards
- Key HR metrics and KPIs
- Data analysis for HR decision-making
- Compliance and audit requirements
- Data privacy and security considerations
- Practical exercise: building HR reports

DAY

5

Optimizing HRIS and Enhancing HR Performance

- Improving system utilization and efficiency
- Identifying gaps and system enhancements
- Supporting strategic HR through data insights
- Change management in HR digital systems
- Best practices in HRIS implementation
- Final case study and action planning

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Rome - Italy	€2,125
9 - 13 November 2026	Munich - Germany	€1,725
14 - 18 December 2026	Amsterdam - Netherlands	€2,125
18 - 22 January 2027	Rome - Italy	€2,125
15 - 19 February 2027	Istanbul - Türkiye	€1,425
15 - 19 March 2027	Vienna - Austria	€2,125
19 - 23 April 2027	Barcelona - Spain	€1,925
17 - 21 May 2027	Rome - Italy	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.