



HUMAN RESOURCES AND TRAINING

HR Operations, Payroll & Employee Services

Course code: HRT-071

SPARK TRAINING

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

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— Workshop Overview

- Gain a comprehensive understanding of HR operations and payroll management
- Enhance efficiency and compliance in employee services
- Stay updated on the latest HR best practices and regulatory requirements
- Develop practical skills to streamline HR and payroll processes
- Improve service delivery and employee satisfaction within your organization

Why Attend

- Interactive lectures and real-world case studies
- Hands-on activities and group discussions
- Role-playing scenarios for HR service delivery
- Practical payroll calculations and compliance exercises
- Q&A sessions with industry experts

Who Should Attend

HR professionals and managers
Payroll specialists and officers
HR administrators and coordinators
Finance and accounts personnel involved in payroll
Anyone seeking to expand their knowledge of HR operations

— Learning Objectives

- Understand the core functions of HR operations
- Implement effective payroll management systems
- Ensure compliance with labor laws and payroll regulations
- Enhance employee service delivery and support
- Develop strategies for continuous improvement in HR processes

Course Outline

DAY
1

Introduction to HR Operations

- Overview of HR operations and key functions
- HR roles and responsibilities in modern organizations
- Understanding HR policies and procedures

DAY
2

Payroll Management Essentials

- Payroll process workflow and best practices
- Salary structure and components
- Common payroll systems and software

DAY
3

Compliance and Regulatory Aspects

- Labor laws affecting payroll and HR services
- Taxation, deductions, and statutory benefits
- Managing audits and compliance checks

DAY
4

Employee Services and Support

- Delivering effective employee services
- Managing employee records and documentation
- Handling grievances and employee inquiries

DAY
5

Process Improvement and Future Trends

- Streamlining HR and payroll processes
- Leveraging technology in HR operations
- Emerging trends and future challenges in HR services

— Upcoming Classroom Dates

DATE	LOCATION	FEE
11 - 15 January 2027	London - United Kingdom	€2,100
8 - 12 February 2027	Frankfurt - Germany	€1,625
8 - 12 March 2027	Barcelona - Spain	€1,925
12 - 16 April 2027	Frankfurt - Germany	€1,625
10 - 14 May 2027	Rome - Italy	€2,125
14 - 18 June 2027	Kuala Lumpur - Malaysia	€1,400
12 - 16 July 2027	Barcelona - Spain	€1,925

— 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.