

The Human Resources Administrator: Understanding HR

Introduction

Designed with the HR/Personnel Administrator in mind, this course is designed for support staff who have recently joined the HR Team, it explains the fundamentals of HR best practice, taking participants through each function of the profession, the requirements of effective support service to the professional HR Manager, and personal development for the competent administrator.

Course Objectives

- **Reviewed** the role of the Human Resources Department
- **Understood** the terminology within the HR function
- **Understood** the support role and how to contribute and add value to the department
- **Understood** the need for HR information systems
- **Practiced** information analysis on a range of HR activities
- **Practiced** the essentials of effective written presentations and reports
- **Developed** their interpersonal effectiveness and communication skills
- **Demonstrated** competence in time management for self and for the HR team
- **Explored** ways in which the HR function integrates with the rest of the organisation
- **Developed** an action plan for implementation in the workplace

Course Content

The HR function , what it does, an explanation of the major activities.

The role of the HR/Personnel Administrator, HR records, information and statistics for effective management information.

Presentation of information

Work planning and effective time management skills.

Time management skills for the team and for self.

The purpose of meetings, planning, agenda and minutes.

Employment Law Awareness – update – via Case Study

Effective meeting procedures and added value approach to meetings.

Personal Development Action Plan

Duration: 2 Day Course

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