BLACKBIRD FOR TRAINING

Human Resource Information Systems and Platforms (HRIS)

15 – 26 November 2027
Amsterdam (Netherlands)

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Ref: 3255618_206068 **Date:** 15 – 26 November 2027 **Location:** Amsterdam (Netherlands) **Fees:** 9400 GBP

Introduction

Human Resource Information Systems HRIS play a critical role in managing employee data and HR processes within organizations. These systems enhance operational efficiency, support strategic decision-making, and improve overall organizational performance. In today's data-driven business environment, leveraging HRIS platforms has become essential for effective workforce management. This program is designed for executives, team leaders, and HR specialists across public and private organizations in the Middle East and North Africa region.

Participants will gain practical knowledge on selecting, implementing, and using HRIS systems to optimize HR performance and productivity. The course is suitable for multiple sectors, including oil and gas, banking and finance, telecommunications, government, human resources, project management, and marketing and sales. Participants will learn how to align HR strategies with organizational goals using advanced tools and modern HRIS techniques.

Course Objectives

By the end of the course, participants will be able to:

- Understand the core concepts of Human Resource Information Systems HRIS and platforms.
- Identify and select the most suitable HRIS for their organization.
- Design and manage effective HR databases.
- Analyze HR data to support strategic decision-making.
- Automate recruitment, training, and performance management processes.
- Develop strategies to enhance employee experience.
- Manage payroll and benefits securely and efficiently.
- Monitor key performance indicators to improve operational efficiency.
- Integrate HRIS with other organizational systems for collaboration.
- Continuously evaluate and improve HRIS performance for sustainable results.



Course Outlines

Day 1: Introduction to HRIS

- Overview of Human Resource Information Systems and their importance.
- Strategic benefits of implementing HRIS.
- Key system components and functionalities.
- Assessing organizational needs before selecting a system.
- Case study: comparing different HRIS solutions.
- Practical exercise: evaluating organizational requirements.

Day 2: Selecting the Right HRIS

- Criteria for choosing an effective HRIS.
- Cloud-based vs on-premise solutions.
- Ensuring compatibility with existing infrastructure.
- Identifying essential features and priorities.
- Vendor analysis and recommendations.
- Activity: preparing a list of core system requirements.

Day 3: Data Management and Organization

- Structuring employee databases effectively.
- Classifying data while maintaining privacy standards.
- Handling large volumes of HR data.
- Security measures and risk management.
- Compliance with local and international regulations.
- Workshop: creating a sample HR database.

Day 4: Automating HR Processes

- Automating recruitment and performance management workflows.
- Monitoring attendance and leave via HRIS.
- Managing benefits and compensation digitally.
- Integrating HRIS with productivity tools.
- Continuous process monitoring and improvement.
- Exercise: simulating an HR process automation.



Day 5: Analytics and Decision Making

- Using HR data to drive strategic decisions.
- HR reporting and performance metrics.
- Identifying performance patterns and employee trends.
- Developing data-driven HR policies.
- Advanced analytics tools for HR.
- Activity: preparing a sample analytical HR report.

Day 6: Enhancing Employee Experience

- Linking HRIS to employee experience improvements.
- Supporting career development paths through HRIS.
- Facilitating communication and feedback processes.
- Monitoring employee satisfaction and engagement.
- Using surveys and analytics for insights.
- Exercise: designing an employee experience improvement plan.

Day 7: Payroll and Benefits Management

- Automating payroll processes efficiently.
- Managing benefits and rewards accurately.
- Aligning compensation with performance.
- Ensuring legal compliance in payroll operations.
- Generating transparent financial reports.
- Activity: creating a payroll management model.

Day 8: System Integration

- Integrating HRIS with financial and administrative systems.
- Linking HRIS with e-learning platforms.
- Facilitating cross-departmental data sharing.
- Managing updates and continuous system improvements.
- Case study: HRIS integration within an organization.
- Exercise: designing an integration plan.

Day 9: Change Management and Continuous Improvement

- Leading organizational change when implementing HRIS.
- Training employees on system usage.
- Developing policies for smooth adaptation.
- Using feedback to drive continuous improvement.
- Monitoring performance post-implementation.
- Workshop: creating a change management plan.



Day 10: Performance Evaluation and System Sustainability

- Evaluating HRIS effectiveness and identifying improvement areas.
- Regularly monitoring system usage.
- Analyzing results and key success indicators.
- Planning for future system enhancements.
- Preparing maintenance and update strategies.
- Final activity: presenting a comprehensive HRIS report for the organization.

Why Attend This Course: Wins & Losses!

- Gain comprehensive knowledge of HRIS systems and platforms.
- Improve efficiency and effectiveness of HR operations.
- Enable data-driven decision-making.
- Enhance employee experience and satisfaction.
- Manage payroll and benefits accurately.
- Integrate HRIS with other organizational systems.
- Develop policies for effective change management.
- Apply global best practices in HR management.
- Understand limitations of traditional HR processes.
- Acquire tools for continuous performance monitoring and improvement.

Conclusion

Human Resource Information Systems HRIS and platforms are essential tools for modern workforce management. This course equips participants with practical skills to select, implement, and manage HRIS systems effectively. Participants will learn to optimize HR operations, leverage data for strategic decisions, and enhance the employee experience.

By the end of the program, attendees will be able to achieve optimal organizational performance, convert HR data into actionable insights, and foster seamless integration across systems. The course supports sustainable HR strategies, continuous improvement, and operational excellence in today's competitive business environment.

