Global Business Minds

HARNESS THE POWER
OFKNOWLEDGE

**Leveraging Technology:
Mastering Human Resources
Information Systems (HRIS)**

Introduction:
In today's digital age, Human Resources Information Systems (HRIS) have become indispensable tools for streamlining HR processes, managing data effectively, and making strategic HR decisions. This comprehensive 5-day training program, delivered by Global Business Minds, equips HR professionals with the essential knowledge and skills to navigate the functionalities of HRIS, maximize its potential for your organization, and leverage data insights to drive informed HR strategies.

Program Goals:
• Develop a comprehensive understanding of the role and benefits of HRIS in modern HR practices
• Gain proficiency in core HRIS functionalities (talent acquisition, onboarding, performance management, payroll, benefits administration)
• Master the process of selecting, implementing, and configuring an HRIS system to meet your organization's specific needs
• Learn to effectively manage and maintain HR data within your HRIS system, ensuring data accuracy and security
• Develop the skills to utilize HRIS data analytics to gain valuable insights into workforce trends and make data-driven HR decisions
• Explore emerging HR technologies (eg, AI, machine learning) and their potential to transform HR functions
• Learn to develop and implement a comprehensive HRIS data security strategy
• Master best practices for user adoption and change management when implementing a new HRIS system

Training Agenda:
Day 1: The HRIS Landscape: Understanding the Power of Technology in HR:
• Exploring the role and benefits of HRIS in streamlining HR processes, improving data management, and driving informed decisions
• Understanding different types of HRIS solutions and their functionalities (core HR, talent management, talent acquisition)
Day 2: Selecting and Implementing the Right HRIS for Your Organization:
• Mastering the process of conducting a needs assessment and defining HRIS requirements
• Learning to evaluate and select an HRIS system that aligns with your organization's size, budget, and specific needs
• Exploring best practices for HRIS implementation, data migration, and system configuration
Day 3: Optimizing HR Processes with HRIS:
• Gaining proficiency in utilizing core HRIS functionalities for talent acquisition, onboarding, performance management, payroll, and benefits administration
• Learning to automate workflows, improve data accuracy, and enhance efficiency through HRIS
• Exploring best practices for data management within your HRIS system (data entry, validation, security)
Day 4: Unlocking the Power of HR Data Analytics:
• Developing the skills to utilize HRIS data analytics tools to generate insightful reports and dashboards
• Learning to identify trends, analyze workforce patterns, and gain valuable insights to inform HR decision-making
• Exploring best practices for data visualization and communicating HR data insights to stakeholders
Day 5: Building a Future-Proof HRIS Strategy:
• Learning about emerging HR technologies (AI, machine learning) and their potential to transform HR functions

• Developing a comprehensive HRIS data security strategy to ensure data privacy and compliance
• Mastering best practices for user adoption and change management when implementing a new HRIS system

Target Audience:
This program caters to a diverse audience, including:
• HR professionals seeking to leverage HRIS to optimize HR processes and drive strategic decision-making
• Business leaders interested in understanding the value proposition of HRIS for their organization
• IT professionals collaborating with HR on HRIS implementation and data management.