Effective Use of HRIS for HR Administration

Human Resource (HR) Management

Course Overview

Effective Use of HRIS for HR Administration: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Use of HRIS for HR Administration
- Apply practical tools and techniques for Use of HRIS for HR Administration in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Use of HRIS for HR Administration in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Use of HRIS for HR Administration in today's organisation
2. Key concepts and the language of Use of HRIS for HR Administration
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Use of HRIS for HR Administration with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
23 to 27 Nov 2026	Nairobi	**$1,450**
30 Nov to 4 Dec 2026	Kampala	**$1,395**

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.