

HR Administration and Payroll Practice

Human Resource (HR) Management

Course Overview

HR Administration and Payroll Practice: 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 HR Administration and Payroll Practice
- Apply practical tools and techniques for HR Administration and Payroll Practice in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine HR Administration and Payroll Practice 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. Foundations of HR Administration and Payroll Practice: principles, terminology and context
2. The business case: why HR Administration and Payroll Practice matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
21 to 25 Sep 2026	Pretoria	\$1,650
5 to 9 Oct 2026	Windhoek	\$1,450
26 to 30 Oct 2026	Dar es Salaam	\$1,550
9 to 13 Nov 2026	Gaborone	\$1,450
23 to 27 Nov 2026	Kigali	\$1,650
7 to 11 Dec 2026	Cape Town	\$1,395

LTC Consultants

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