

HR Administration and Personnel Records Management

Office Administration

Course Overview

HR Administration and Personnel Records Management: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in HR Administration and Personnel Records Management
- Apply practical tools and techniques for HR Administration and Personnel Records Management in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine HR Administration and Personnel Records Management 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 Personnel Records Management: principles, terminology and context
2. The business case: why HR Administration and Personnel Records Management 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)
14 to 18 Sep 2026	Kampala	\$1,650
5 to 9 Oct 2026	Johannesburg	\$1,395
19 to 23 Oct 2026	Durban	\$1,395
2 to 6 Nov 2026	Accra	\$1,550

23 to 27 Nov 2026	Online	\$800
7 to 11 Dec 2026	Lagos	\$1,550

LTC Consultants

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