

Computerized Human Resource Management Course Details

Department: Human Resources Management

Presented by Magna Skills Development Institute

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CORPORATE TRAINING
Agency

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Course Summary

The Computerized Human Resource Management course offered by Magna Skills is designed to provide participants with the knowledge and skills required to effectively utilize computerized systems for managing human resources within organizations. This course covers essential principles, tools, and techniques for automating HR processes, including recruitment, performance management, training, payroll, and employee data management, using specialized HR software applications.

Course Objectives

1. **Understanding HR Information Systems (HRIS):** Gain insights into the functions and capabilities of HRIS, including database management, reporting, and analytics, and understand their role in streamlining HR processes and improving decision-making.
2. **Selection and Implementation of HR Software:** Learn how to evaluate, select, and implement HR software solutions that align with organizational needs, goals, and budgetary constraints, and ensure successful integration with existing systems.
3. **Recruitment and Talent Acquisition:** Explore how HRIS can facilitate the recruitment process, including job posting, candidate tracking, resume screening, and interview scheduling, to attract and retain top talent effectively.
4. **Performance Management and Appraisal:** Understand how HRIS can support performance management initiatives, including goal setting, performance evaluation, feedback mechanisms, and performance analytics, to enhance employee productivity and engagement.
5. **Training and Development:** Learn how to use HRIS to manage training programs, track employee training needs and progress, and assess the impact of training on individual and organizational performance.

Course Outline

Module 1: Introduction to HR Information Systems (HRIS)

- Overview of HRIS and their functions
- Benefits and challenges of implementing HRIS in organizations

Module 2: Selection and Implementation of HR Software

- Factors to consider when selecting HR software
- Steps involved in implementing HRIS effectively

Module 3: Recruitment and Applicant Tracking

- Automation of job posting and candidate sourcing
- Applicant tracking and resume screening functionalities

Module 4: Performance Management and Appraisal

- Setting performance goals and metrics in HRIS
- Performance evaluation, feedback, and coaching features

Module 5: Training and Development Management

- Managing training programs and course catalogs
- Tracking employee training needs and certifications

Module 6: Payroll and Benefits Administration

- Automating payroll processing and tax calculations
- Managing employee benefits and compensation packages

Module 7: Employee Self-Service Portals

- Features and functionalities of employee self-service portals
- Enabling employees to access and update their information

Module 8: HR Analytics and Reporting

- Generating reports and analytics to support decision-making
- Predictive analytics for workforce planning and talent management

Module 9: Compliance and Data Security

- Ensuring compliance with data protection regulations
- Safeguarding sensitive employee data and maintaining data integrity

Module 10: Integration and System Maintenance

- Integrating HRIS with other organizational systems (e.g., ERP, CRM)
- System upgrades, maintenance, and troubleshooting

The Computerized Human Resource Management course empowers participants with the knowledge and skills necessary to leverage HRIS effectively for managing human resources within organizations. Through a blend of theoretical learning, hands-on exercises, and case studies, participants will learn how to select, implement, and maximize the potential of HR software applications to streamline HR processes, enhance employee engagement, and drive organizational success.



Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.