XCELERATE TRAINING INSTITUTE

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HUMAN RESOURCES MANAGEMENT (HRM)

# HRIS Training in Data Management and Report Making Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| **5 days** | **English** | **Classroom / Online** |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 4 – 8 ????? 2027 | Live online | Online (live) | **€1?200** |
| 8 – 12 ?????? 2027 | Geneva | Classroom | **€4?800** |
| 12 – 16 ????? 2027 | Live online | Online (live) | **€1?200** |

### Register or ask a question

Online: x8ti.com/course/hris-training-in-data-management-and-report-making-t…

+491631686678 · info@x8ti.com

# HRIS Training in Data Management and Report Making Training Course

## Introduction

Introduction

HRIS stands for Human Resources Information System. It is an HR software to streamline human resource management, business processes and data. It is a process of collecting and storing employee data in an organized manner, employee demographic, job information, salary benefits, time and attendance, performance reviews, and more. Management uses this data to create reports, track trends and make data-driven HR and business decisions.

HRIS incorporates the basic functionalities of Human Resources Management (HRM). HRIS develops a system for recruitment, performance management, learning & development. HRIS is a means of obtaining, gathering, evaluating, and delivering information to stakeholders. HRIS enables improvement and enhances strategic decision-making.

This Xcelerate Training Institute course on HRIS includes the full spectrum of tasks associated with the HR department, controlling, and improving efficiency, managing hierarchy, tracking absentees, providing employee data reports, and organizations financial transactions. HRIS once deployed can run on the company's own technical infrastructure, or, on the cloud.

Learning Objectives

- Know the meaning and importance of HRIS
- Understand data management and report making
- Describe key characteristics of data management
- Identify and address data management and HRIS opportunities and challenges
- Address goals of HRIS implementation
- Apply Information System theories in HR management
- Describe the technical aspects of developing HRIS
- Assess data and information needed for HR manager to reinvent the wheel, make effective decisions
- Assess and analyze sources of data; collect, store, process and retrieve the data in the most cost-effective way
- Understand the concept, structure, and mechanics of data for the growth

Training Methodology

HRIS Training in Data Management and Report Making Course is an exclusive program designed for HR professionals with a keen eye for data that helps process improvisation and decision making. Xcelerate Training Institute has designed this program to help HR professionals leverage data using various techniques, and tools that are prevalent. Exercises, case studies and expert support help amplify the learning manifold.

Participants work on data during the sessions, discuss the same with fellow participants and arrive at conclusions. The decisions are challenged by experts; participants must justify their take. This equips them with confidence, negotiation skills and enables success. The plan-do-check-act way of working promotes the modern way of data-based HR management.

Benefits for Your Organization

- Organization would save time and money involved in paperwork and manual record-keeping
- Determine a method of retrieving data promptly and precisely
- Design effective strategies to identify and eliminate critical business processes
- Track and maintain employee related changes and advance the HR and business strategy
- Increases efficiency and eliminates dependency
- Enhances the availability of detailed and advanced data for policy, planning, and management
- Increase the efficiency in data management and maintenance
- Fast-track information movement and advance reporting
- Amalgamated HR data system diminishes the probability of costly errors
- Eradicate the amount of monotonous, administrative tasks, enabling focus on strategic functions
- Enable alignment of employee goals with organizations goal
- Ensure compliance by reducing manual intervention and errors

Benefits for You

- Gain access to employee skills and competencies and design effective learning and development programs
- Use the data effectively and effortlessly
- Efficiently filter and gain precise data and put it to use and growth
- Acquire employee attendance related data
- Make fair decisions around pay grades, positions, and other critical aspects
- Effectively keep a track of employee wise requirement and plans to be made for training, disciplinary action, develop performance development plans
- Realistically manage and develop key employee succession plans
- Identify elevated potential employee and devise career path for motivation and engagement
- Learn to devise the workforce essential to achieve the goals of the organization
- Learn to provide the tools required to make the employees more productive

Target Audience

HR personnel and managers, Line Managers, Consultants with a knack for data management, reporting and HR related activities

Course Outline

Basics of HRIS, Data Management and Report Making

- What is HRIS?
- Benefits and Importance of HRIS

- Difference between HRIS and HRMS
- Process of data management and report making
- Types of data and reports used by Human resources

Key Features of HRIS

- Applicant Tracking System
- On-boarding
- Time & Attendance
- HR Reporting & Data Analytics
- Payroll
- HR & Benefits Administration
- Learning Management

Types of HRIS

- Operational

1. Employee Information Systems
2. Position Control System
3. Applicant Selection and Placement System
4. Performance Management System
5. Government Compliance and Reporting System

- Tactical

1. Job Analysis and Design System
2. Recruitment System
3. Compensation and Benefits System
4. Employee Training and Development System

- Strategic HRIS

1. Workforce Planning System
2. Labor Negotiation System
3. Specialized Human Resource System

- Comprehensive HRIS
- Limited-Function HRIS

1. Training

Core Function of HRIS

- Policy analysis, formulation and dialogue
- Strategic planning
- Setting standards and quality assurance
- Resource mobilization
- Capacity development and technical support supervision

Basic Components of HRIS

- Input Function: Collecting data by whom, when, in what format, and from what sources (Internal and External)

- Storage Function: Storing data in various files and updating the data to keep it up to date
- Output Function: Delivering data / Creating reports as per user's preference (User friendly interface)

Advanced Components of HRIS

- Database (No duplicity or redundancy of data)
- Screens (Cross- check or reference check)
- Modules (To perform specific functions and produce reports regularly)
- Query Programs (Effectively supports decision making)

Data Management Process

- Database Management System (DBMS)
- Big Data Management/ deployment
- Data warehouses and data lakes
- Data integration and modelling
- Data governance and quality

Challenges of Data Management and Report Making

- Accumulating, managing and creating value from data generated
- Having a reactive approach towards data management
- Lack of processes, data management systems and insufficient strategies
- Lack of knowledge or skills about data management and the resources to manage data properly

Implementing HRIS

- Preparing and inspecting preliminary reports
- Feasibility study to evaluate the cost and benefits of HRIS
- Selecting team and defining requirements
- Vendor analysis to determine hardware or software availability
- Negotiating and finalizing the contract
- Training and tailoring the process
- Collecting data and testing the system

Factors Affecting Effectiveness of HRIS

- Information Adequacy and abundance
- Specificity/ Uniqueness of data
- Customized, relevant and flexible system
- Comprehensiveness and reliability
- Result oriented and prompt response
- Effective user interface
- Training and software maintenance support

FAQ's, Case studies and Discussions

- Raw data is provided to participants to work and make sensible decisions
- Group learning expands perspective and clarity
- Participants are challenged by experts and insights are provided for logical thinking and rationale

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# Registration Form

## HRIS Training in Data Management and Report Making Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

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