

HRMS Administration and Implementation

A course by

AmanatSoft School of HRMS Excellence
India

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Preparing for Cloud based Digital HR

Human Resources organizations are poised to have their day in the sun by proving their worth and strategic value to people and the business. But to make good on that promise companies must embrace digital HR.

The Time Is Now

The time is ripe to transform HR worldwide by moving core HR solutions to the cloud. Digital technology and design are converging to offer significant opportunities to get ahead of the curve. Business and HR leaders should put digital HR on the agenda and focus on individual, organizational, and work-specific programs that reduce complexity and help people focus on what really matters.

If you engage all of your employees with an easy-to-use, intuitive HRMS that helps people be more productive and happier at work, they'll make better decisions for the present—and future—of your business.

The Major Constraint

Non availability of HR Professionals sufficiently knowledgeable about the complete HR digitization and automation process would be the single most important constraint in achieving this mission.

Hence, this course.

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Course Dimensions

Course Name

- HRMS Administration and Implementation

Duration

- 60 hours, in 10 weeks @ 6 hours per week

Teaching Method

- Instructor Led Live on-line
- Hands-on Cloud HRMS to practice
- Session recording available

Schedule

- Start Date: Sun, Sep 13, 2020
- Days: Thrice in a week, every Sun, Tue, Thu
- Time: 7 PM to 9 PM, UAE time

Session Duration

- 2 hours per session

Language

- English

Assessment

- On-going, at the end of every module
- On-line, using proprietary application

Certification

- School of HRMS Excellence

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TWELVE Core Lessons of Course

1 Company Information Management

2 HR Administration and HR Policies

3 Employee Information & Documents Management

4 Time and Attendance Administration

5 Leave Management

6 Payroll & Benefits Administration

7 Training Management

8 Performance Management

9 System Administration

10 Employee Self Service and Manager Self Service

11 Alerts and Notifications

12 Reports & Power BI Dashboard

Detailed Curriculum is available on request

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