informatech



HUMAN RESOURCES AND TRAINING | HRT-071

HR Operations, Payroll & Employee Services

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Course content

Why Attend

Overview

- Gain a comprehensive understanding of HR operations and payroll management
- Enhance efficiency and compliance in employee services
- Stay updated on the latest HR best practices and regulatory requirements
- Develop practical skills to streamline HR and payroll processes
- Improve service delivery and employee satisfaction within your organization

Course Methodology

- Interactive lectures and real-world case studies
- Hands-on activities and group discussions
- Role-playing scenarios for HR service delivery
- Practical payroll calculations and compliance exercises
- Q&A sessions with industry experts

Course Objectives

- Understand the core functions of HR operations
- Implement effective payroll management systems
- Ensure compliance with labor laws and payroll regulations
- Enhance employee service delivery and support
- Develop strategies for continuous improvement in HR processes

Target Audience

- HR professionals and managers



Course content

Target Audience

- Payroll specialists and officers
- HR administrators and coordinators
- Finance and accounts personnel involved in payroll
- Anyone seeking to expand their knowledge of HR operations

Target Competencies

- HR process management
- Payroll administration
- Compliance and risk management
- Employee service delivery
- Process improvement and efficiency

Course outline

Day 1 : Introduction to HR Operations

- Overview of HR operations and key functions
- HR roles and responsibilities in modern organizations
- Understanding HR policies and procedures

Day 2 : Payroll Management Essentials

- Payroll process workflow and best practices
- Salary structure and components
- Common payroll systems and software

Day 3 : Compliance and Regulatory Aspects

- Labor laws affecting payroll and HR services



Course content

Course outline

• Taxation, deductions, and statutory benefits

• Managing audits and compliance checks

Day 4 : Employee Services and Support

• Delivering effective employee services

• Managing employee records and documentation

• Handling grievances and employee inquiries

Day 5 : Process Improvement and Future Trends

• Streamlining HR and payroll processes

• Leveraging technology in HR operations

• Emerging trends and future challenges in HR services



Seminar dates

Available seminar dates

Live dates and pricing for HR Operations, Payroll & Employee Services generated from the course details page.

Date	Location	Format	Fee
11 - 15 January 2027	Kuala lumpur - Malaysia	Classroom	**€3,360.-**
8 - 12 February 2027	Frankfurt - Germany	Classroom	**€2,600.-**
8 - 12 March 2027	Barcelona - Spain	Classroom	**€3,080.-**
12 - 16 April 2027	Frankfurt - Germany	Classroom	**€2,600.-**
10 - 14 May 2027	Rome - Italy	Classroom	**€3,400.-**
14 - 18 June 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
12 - 16 July 2027	Barcelona - Spain	Classroom	**€3,080.-**

Live online option	Online delivery is available at €1,850.-.