



### Human Resource Information Management System (HRIS) Workshop

April 7 – 11, 2025, 1<sup>st</sup> Run: Lagos & Abuja

October 6 – 10, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee: N300, 000 per Participant**

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

#### Program overview:

Unlock the full potential of your Human Resource department with our comprehensive HRIS Training program. This course is designed to provide HR professionals, managers, and IT specialists with a thorough understanding of Human Resource Information Systems, equipping them with the skills necessary to efficiently manage and leverage HR data.

#### For Whom:

This course is designed for HR professionals, system administrators, IT specialists, and organizational leaders seeking to enhance their HRIS capabilities and improve overall HR management.

#### Learning objectives:

At the end of the training, participants will be able to:

- gain a solid foundation in HRIS concepts, including system architecture, data management, and HRIS integration with other business systems.
- navigate common HRIS platforms, and explore key functionalities such as employee data management, payroll processing, benefits administration, and performance tracking.
- master techniques for entering, managing, and analyzing HR data.
- develop skills in generating and interpreting reports to support strategic decision-making.
- explore the legal and regulatory requirements related to HRIS, including data protection, privacy laws, and system security best practices.
- discover how to customize HRIS settings and workflows to meet the specific needs of your organization
- optimize system performance for greater efficiency.
- develop troubleshooting skills for common HRIS issues
- apply best practices for providing user support and maintaining system integrity.

#### Course outline:

##### Day 1: Introduction to HRIS and System Fundamentals

###### HRIS Overview

- Definition and purpose
- Key components and modules (e.g., payroll, recruitment, performance management)

###### HRIS Landscape

- Types of HRIS systems (on-premise vs. cloud-based)
- Market leaders and their features (e.g., Workday, SAP SuccessFactors, ADP)

###### System Architecture and Data Management

- Basic architecture of HRIS
- Data storage and security considerations

###### Navigating the HRIS Interface

- Basic navigation and user interface
- Customization options and settings

###### HRIS Implementation Process

- Phases of implementation (planning, configuration, testing, deployment)
- Best practices for successful implementation

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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## Hands-On Exercise: System Navigation

- Practical exercises on navigating the HRIS interface

## Day 2: Core HRIS Functions

### Employee Data Management

- Maintaining employee records
- Data entry, updates, and deletions
- Privacy and compliance issues

### Recruitment and Onboarding

- Managing job postings and applications
- Onboarding workflows and checklists

### Performance Management

- Setting up performance appraisal processes
- Tracking employee performance and feedback

### Payroll and Benefits Administration

- Payroll processing and automation
- Benefits management and employee self-service

### HR Analytics and Reporting

- Generating standard and custom reports
- Using analytics for decision-making

## Hands-On Exercise: Managing Employee Data and Payroll

- Practical exercises on managing employee records and processing payroll

## Day 3: Advanced HRIS Functions

### Learning and Development

- Managing training programs and certifications
- Tracking employee development and career planning

### Time and Attendance Management

- Setting up time tracking and attendance systems
- Managing leave requests and approvals

### Compliance and Risk Management

- Ensuring compliance with labor laws and regulations
- Managing data security and risk

### Integration with Other Systems

- Integrating HRIS with financial systems, ERP, and other business tools
- Data synchronization and API usage

### User Roles and Permissions

- Defining user roles and permissions
- Managing access control and security

## Hands-On Exercise: Setting Up Advanced Functions

- Practical exercises on configuring learning management and time tracking

## Day 4: Troubleshooting and Optimization

### Troubleshooting Common Issues

- Identifying and resolving common HRIS issues
- System diagnostics and error resolution

### System Maintenance and Updates

- Performing regular system maintenance
- Handling system updates and upgrades

### Performance Optimization

- Improving system performance
- Best practices for efficient use

### User Training and Support

- Training end-users and providing support
- Developing user guides and documentation

### Case Studies and Best Practices

- Reviewing case studies of successful HRIS implementations
- Best practices for maximizing HRIS effectiveness

## Hands-On Exercise: Troubleshooting and Optimization

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 - Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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- Practical exercises on troubleshooting and system optimization

### **Day 5: HRIS Project and Evaluation**

HRIS Project: Class Exercise

- Participants work on a comprehensive simulation project
- Tasks include configuring a full HRIS setup, including employee data, payroll, and performance management

### **Project Presentations**

- Participants present their HRIS configurations and solutions
- Peer review and feedback

### **Assessment and Presentation of Certificates**

- Final assessment to test understanding and practical skills
- Issuance of completion certificates

**Training Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

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