

Human Resource Information Management System (HRIS) Workshop

April 20 – 24, 2026, 1st Run: Lagos & Abuja

October 19 – 23, 2026, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

Delivery Mode: In-person / Live Virtual / Hybrid

Online course fee: N300, 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)

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

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Best practices for successful implementation
- 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

LOCATIONS

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

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

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

In-plant Fee Negotiable

WORKSHOP FEE:

Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250

Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000

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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- Reviewing case studies of successful HRIS implementations
 - Best practices for maximizing HRIS effectiveness
- Hands-On Exercise: Troubleshooting and Optimization**
- 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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