Automation in HR Workflows Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Automation is transforming the human resources landscape, streamlining processes, and enhancing workforce efficiency. HR professionals now rely on advanced automation tools, AI-driven analytics, and workflow optimization to reduce administrative burdens and focus on strategic initiatives. Automation in HR Workflows Training Course equips participants with the skills to implement cutting-edge HR automation solutions, improving accuracy, compliance, and employee experience. By integrating cloud-based HR systems, robotic process automation (RPA), and intelligent workflow design, organizations can significantly boost productivity while reducing errors and operational costs.

In today's competitive business environment, data-driven HR strategies and digital transformation are no longer optional they are essential. This course offers hands-on experience in automating recruitment, onboarding, performance management, payroll, and employee engagement processes. Participants will gain actionable insights into leveraging AI, machine learning, and process optimization techniques to drive organizational efficiency. By mastering these skills, HR professionals can become strategic partners in fostering innovation, agility, and employee satisfaction across the enterprise.

Programme Curriculum

Automation in HR Workflows Training Course

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5 days

Course Objectives

By the end of this course, participants will be able to:

1. Implement AI-driven HR automation for recruitment and onboarding.
2. Optimize workflow efficiency using RPA and intelligent process automation.
3. Reduce manual errors through automated payroll and benefits management.
4. Enhance employee experience with self-service HR portals.
5. Apply data analytics to monitor HR KPIs and workforce metrics.
6. Design compliance-ready HR workflows to meet regulatory standards.
7. Integrate cloud-based HR platforms for seamless operations.
8. Utilize chatbots and AI assistants for employee support.
9. Develop automated performance management systems.
10. Implement digital learning and development workflows.
11. Drive employee engagement strategies through automation.
12. Leverage predictive analytics for talent retention and succession planning.
13. Build a scalable and sustainable HR automation framework.

Target Audience

1. HR Managers and Directors
2. Talent Acquisition Specialists
3. Payroll and Benefits Coordinators
4. HR Business Partners
5. Learning & Development Professionals
6. HR Analysts and Data Specialists
7. Organizational Development Consultants
8. IT and RPA Professionals collaborating with HR

Course Modules

Module 1: Introduction to HR Automation

- Overview of HR digital transformation
- Benefits of automation in HR workflows
- HRIS, RPA, AI assistants
- Challenges in automation adoption
- Case Study: Automation in recruitment lifecycle

Module 2: Automating Recruitment & Onboarding

- AI resume screening and candidate scoring
- Automated interview scheduling and reminders
- Onboarding process automation for new hires
- Integration with ATS and HRIS platforms
- Case Study: Reducing time-to-hire through RPA

Module 3: Payroll & Benefits Automation

- Automated salary calculations and tax compliance
- Self-service benefits enrollment portals
- Integration with banking and payroll systems
- Reducing human errors through workflow rules
- Case Study: **Streamlining payroll for multi-location organizations**

Module 4: Performance & Talent Management Automation

- Automated goal-setting and appraisal systems
- Continuous performance tracking dashboards
- AI-driven employee feedback collection
- Succession planning automation
- Case Study: **Boosting performance review efficiency using HR tech**

Module 5: Employee Engagement & Communication

- AI chatbots for HR queries
- Automated surveys and pulse checks
- Recognition and reward program automation
- Workflow triggers for proactive engagement
- Case Study: **Enhancing employee engagement via digital platforms**

Module 6: Learning & Development Automation

- Personalized learning pathways through AI
- LMS integration with automated course assignments
- Tracking and reporting training metrics
- Workflow automation for certifications and compliance
- Case Study: **Reducing L&D administrative overhead**

Module 7: Analytics & Reporting in HR Automation

- Predictive analytics for retention and attrition
- Automated dashboards for HR KPIs
- Workforce planning and modeling
- Integrating multiple data sources
- Case Study: **Data-driven decisions in global HR operations**

Module 8: Implementing HR Automation Projects

- Project planning and stakeholder alignment
- Change management for automation adoption

- Risk assessment and compliance checks
- Monitoring, evaluation, and continuous improvement
- Case Study: **Successful end-to-end HR automation implementation**

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com