ERP Human Capital Management (HCM) Fundamentals Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In the digital era, organizations are striving to optimize workforce management and streamline HR processes. ERP Human Capital Management (HCM) is a pivotal solution that integrates recruitment, employee lifecycle management, payroll, and talent analytics into a single platform. ERP Human Capital Management (HCM) Fundamentals Training Course empowers participants with foundational knowledge and hands-on skills to effectively implement and manage ERP HCM systems, enabling smarter decision-making and enhancing overall organizational productivity.

Through this training, learners will gain insight into global HR best practices, automation of critical HR processes, and strategic workforce planning. Participants will explore real-world case studies, understand compliance frameworks, and learn to leverage data-driven HR insights, preparing them to drive operational excellence and achieve digital transformation in HR functions.

Programme Curriculum

ERP Human Capital Management (HCM) Fundamentals Training Course

Introduction

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Course Duration

5 Days

Course Objectives

1. Understand ERP HCM architecture and core functionalities
2. Learn workforce management and HR automation techniques
3. Master employee lifecycle management in ERP HCM
4. Implement effective recruitment and onboarding strategies
5. Explore performance management and appraisal frameworks
6. Understand payroll, benefits, and compensation management
7. Utilize HR analytics and reporting for data-driven decisions
8. Optimize talent management and succession planning
9. Learn compliance and regulatory frameworks in HCM
10. Develop HR digital transformation strategies
11. Gain proficiency in integrating ERP HCM with other business modules
12. Analyze case studies for real-world HCM solutions
13. Enhance user adoption through best practices and change management

Target Audience

1. HR professionals seeking ERP HCM expertise
2. HR managers and team leads
3. Payroll and benefits specialists
4. Talent acquisition and recruitment teams
5. Organizational development consultants
6. ERP consultants and implementation specialists
7. Business analysts in HR domain
8. IT professionals supporting HR systems

Course Modules

Module 1: Introduction to ERP HCM

- Overview of ERP HCM systems and architecture
- Key benefits of HCM automation
- Global HR trends and industry practices
- Case study: HCM implementation in a multinational company
- Tools and resources for ERP HCM learners

Module 2: Workforce Management & Employee Lifecycle

- Employee data management best practices
- Recruitment, onboarding, and offboarding processes
- Attendance, leave, and time tracking
- Case study: Workforce optimization in a tech company

- Metrics for monitoring employee lifecycle performance

Module 3: Payroll and Compensation Management

- Payroll processing and statutory compliance
- Salary structure and benefits management
- Incentives and bonus administration
- Case study: Payroll automation in a manufacturing firm
- Payroll reporting and audit mechanisms

Module 4: Performance Management

- Goal setting, appraisals, and feedback frameworks
- Key performance indicators (KPIs) for HR
- Talent review and succession planning
- Case study: Performance management transformation in a retail chain
- Tools for continuous performance monitoring

Module 5: Talent Management & Learning

- Employee development programs and career paths
- Learning management systems integration
- Skill gap analysis and training effectiveness
- Case study: Talent development in a global consulting firm
- Best practices for talent retention and engagement

Module 6: HR Analytics & Reporting

- HR dashboards and KPI reporting
- Data-driven decision making for workforce planning
- Predictive analytics in HR
- Case study: HR analytics improving employee retention
- Tools for real-time HR insights

Module 7: Compliance & Regulatory Frameworks

- Labor laws and global HR regulations
- Auditing and risk management
- GDPR and data privacy in HR systems
- Case study: Compliance management in financial services
- Risk mitigation strategies for HR teams

Module 8: ERP HCM Implementation & Change Management

- HCM project lifecycle and deployment strategies
- User adoption and training techniques
- Integration with finance, CRM, and other ERP modules
- Case study: Successful ERP HCM rollout in a multinational firm
- Best practices for ongoing system optimization

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
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

Start Date	End Date	Location	Price
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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