HRIS Implementation 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

In today’s digital era, Human Resource Information Systems (HRIS) are revolutionizing workforce management by integrating HR processes with advanced technology. HRIS Implementation Training Course empowers HR professionals, managers, and IT specialists to streamline employee data management, optimize recruitment, and enhance organizational efficiency. Participants will gain hands-on expertise in deploying, configuring, and managing HRIS platforms while aligning technology with strategic business goals.

The course leverages industry-proven methodologies to ensure participants understand HRIS architecture, data migration, system customization, and analytics-driven decision-making. By bridging the gap between HR operations and IT systems, this training cultivates leaders capable of implementing scalable HRIS solutions, driving operational excellence, and fostering a data-driven HR culture. Practical case studies and real-world simulations make this training highly interactive, actionable, and aligned with the latest industry trends.

Programme Curriculum

HRIS Implementation Training Course

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Course Duration

5 days

Course Objectives

1. Master HRIS deployment strategies for seamless organizational adoption.
2. Develop HR data management and automation expertise.
3. Understand HRIS architecture, modules, and workflows.
4. Implement efficient HR processes using cloud-based HRIS platforms.
5. Optimize recruitment, onboarding, and talent management processes.
6. Execute data migration and system integration with accuracy.
7. Configure HRIS for performance management and employee engagement.
8. Utilize HR analytics for strategic workforce planning.
9. Enhance decision-making with real-time HR dashboards and KPIs.
10. Manage change effectively during HRIS implementation.
11. Ensure HRIS compliance, security, and data privacy standards.
12. Leverage mobile and AI-enabled HRIS functionalities.
13. Benchmark global HRIS best practices and case studies.

Target Audience

1. HR Managers and HR Executives
2. HR Business Partners
3. Payroll and Compensation Specialists
4. Talent Acquisition and Recruitment Professionals
5. HR Analysts and HRIS Administrators
6. IT Professionals involved in HR Systems
7. Organizational Development Leaders
8. Consultants and Change Management Practitioners

Course Modules

Module 1: Introduction to HRIS

- Overview of HRIS platforms and benefits
- Key HRIS modules and functionalities
- HR digital transformation trends
- Cloud vs on-premise HRIS systems
- Case Study: Successful HRIS adoption in a mid-sized enterprise

Module 2: HRIS Selection & Vendor Evaluation

- Defining organizational requirements
- Evaluating HRIS vendors and software features
- Cost-benefit analysis of HRIS solutions

- Implementation roadmap planning
- Case Study: Vendor selection for a multinational company

Module 3: HRIS Implementation Planning

- Project planning and stakeholder engagement
- Risk management strategies
- Timeline and milestone creation
- Resource allocation for HRIS projects
- Case Study: Planning HRIS rollout for a global workforce

Module 4: Data Migration & Integration

- Preparing HR data for migration
- Cleaning, validating, and mapping data
- Integrating HRIS with ERP and payroll systems
- Ensuring data accuracy and integrity
- Case Study: Successful HRIS integration in a large corporation

Module 5: HRIS Configuration & Customization

- Setting up workflows and user roles
- Customizing dashboards and reports
- Automating HR processes
- Configuring performance management modules
- Case Study: Tailoring HRIS for diverse department needs

Module 6: HR Analytics & Reporting

- Generating real-time HR dashboards
- KPI tracking and performance metrics
- Predictive analytics for talent management
- Data-driven HR decision-making
- Case Study: Using HR analytics to improve retention

Module 7: Change Management & User Training

- Preparing employees for HRIS adoption
- Conducting hands-on user training sessions
- Addressing resistance and promoting engagement
- Continuous support and feedback loops
- Case Study: Successful change management in a regional office

Module 8: Compliance, Security & HRIS Trends

- Ensuring HR data security and privacy
- Regulatory compliance in HRIS operations
- Mobile and AI-enabled HRIS features
- Emerging HR technology trends
- Case Study: Compliance management in HRIS 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
23 Nov 2026	27 Nov 2026	Physical	$1,500

Start Date	End Date	Location	Price
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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