informatech




HUMAN RESOURCES AND TRAINING | HRT-071

# HR Operations, Payroll & Employee Services

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# Course content

## Why Attend

### Overview

- Gain a comprehensive understanding of HR operations and payroll management
- Enhance efficiency and compliance in employee services
- Stay updated on the latest HR best practices and regulatory requirements
- Develop practical skills to streamline HR and payroll processes
- Improve service delivery and employee satisfaction within your organization

## Course Methodology

- Interactive lectures and real-world case studies
- Hands-on activities and group discussions
- Role-playing scenarios for HR service delivery
- Practical payroll calculations and compliance exercises
- Q&A sessions with industry experts

## Course Objectives

- Understand the core functions of HR operations
- Implement effective payroll management systems
- Ensure compliance with labor laws and payroll regulations
- Enhance employee service delivery and support
- Develop strategies for continuous improvement in HR processes

## Target Audience

- HR professionals and managers




# Course content

## Target Audience

- Payroll specialists and officers
- HR administrators and coordinators
- Finance and accounts personnel involved in payroll
- Anyone seeking to expand their knowledge of HR operations

## Target Competencies

- HR process management
- Payroll administration
- Compliance and risk management
- Employee service delivery
- Process improvement and efficiency

## Course outline

### Day 1 : Introduction to HR Operations

- Overview of HR operations and key functions
- HR roles and responsibilities in modern organizations
- Understanding HR policies and procedures

### Day 2 : Payroll Management Essentials

- Payroll process workflow and best practices
- Salary structure and components
- Common payroll systems and software

### Day 3 : Compliance and Regulatory Aspects

- Labor laws affecting payroll and HR services




# Course content

## Course outline

• Taxation, deductions, and statutory benefits

• Managing audits and compliance checks

**Day 4 : Employee Services and Support**

• Delivering effective employee services

• Managing employee records and documentation

• Handling grievances and employee inquiries

**Day 5 : Process Improvement and Future Trends**

• Streamlining HR and payroll processes

• Leveraging technology in HR operations

• Emerging trends and future challenges in HR services




# Seminar dates

## Available seminar dates

Live dates and pricing for HR Operations, Payroll & Employee Services generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 11 - 15 January 2027 | Kuala lumpur - Malaysia | Classroom | **€3,360.-** |
| 8 - 12 February 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 8 - 12 March 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 12 - 16 April 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 10 - 14 May 2027 | Rome - Italy | Classroom | **€3,400.-** |
| 14 - 18 June 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 12 - 16 July 2027 | Barcelona - Spain | Classroom | **€3,080.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |