



Consulting and Training | Reach New Heights

Course Name

Professional Certificate in HR Administration

Sector Name

HR Strategy and Training

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Professional Certificate in HR Administration

Course Introduction

This comprehensive course equips HR administrators with the skills and knowledge to efficiently manage HR processes while supporting business objectives. It covers HR administration best practices and focuses on the practical application of key HR functions, such as employee relations, recruitment, training, and policy development.

Through this course, participants will gain the expertise to handle sensitive situations with professionalism and align HR practices with organizational goals.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Professional Certificate in HR Administration

Target Audience

- ✓ HR Administrators
- ✓ HR Assistants and Coordinators
- ✓ Office Managers
- ✓ Aspiring HR Professionals

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Professional Certificate in HR Administration

Learning Objectives

- ✓ Understand and implement key HR administrative functions that align with organizational goals.
- ✓ Manage recruitment, onboarding, and employee relations with confidence and compliance.
- ✓ Utilize HR technology to streamline processes and improve service delivery.
- ✓ Support employee development and performance management effectively.
- ✓ Develop a strong understanding of HR's strategic role within an organization.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Professional Certificate in HR Administration

Course Outline

✓ **01 Day One**

Introduction to HR Administration and Key Functions

Session 1: Role and Importance of HR Administration

- ✓ Understanding the role of HR in organizational success
- ✓ HR administration is the backbone of HR management
- ✓ Key HR functions and their interdependencies
- ✓ The strategic impact of HR administration on business objectives

Session 2: Overview of HR Policies and Procedures

- ✓ Designing HR policies aligned with organizational goals
- ✓ Best practices for policy implementation
- ✓ Legal and ethical considerations in HR administration

Session 3: Building Effective HR Communication

- ✓ Communicating HR policies to employees effectively
- ✓ Handling employee queries and concerns
- ✓ Confidentiality, tact, and discretion in HR communication

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

BOOST

Professional Certificate in HR Administration

Course Outline

✓ **02 Day Two**

Recruitment and Onboarding Processes

Session 1: The Recruitment Process

- ✓ Job analysis and job description creation
- ✓ Sourcing candidates and conducting interviews
- ✓ Best practices in candidate selection and assessment

Session 2: Onboarding New Employees

- ✓ Developing an efficient onboarding plan
- ✓ Key elements of a successful onboarding process
- ✓ Engaging new hires and ensuring they align with the company culture

Session 3: Documentation and Compliance

- ✓ Key HR documentation for recruitment and onboarding
- ✓ Understanding employment contracts, agreements, and legalities
- ✓ Maintaining compliance with labor laws and regulations

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

BOOST

Professional Certificate in HR Administration

Course Outline

✓ **03 Day Three**

Employee Relations and Performance Management

Session 1: Employee Relations Best Practices

- ✓ Handling employee grievances and disputes
- ✓ Techniques for maintaining positive employee relations
- ✓ Building a supportive and compliant work environment

Session 2: Performance Management Systems

- ✓ Setting performance expectations and goals
- ✓ Conducting effective performance reviews
- ✓ Providing feedback and developing action plans for improvement

Session 3: Conflict Resolution and Mediation

- ✓ Resolving workplace conflicts with tact and professionalism
- ✓ Mediation techniques for HR administrators
- ✓ Ensuring fairness and consistency in decision-making

Professional Certificate in HR Administration

Course Outline

✓ **04 Day Four**

HR Administrative Systems and Technology

Session 1: HR Administrative Systems and Tools

- ✓ The role of HR software and tools in streamlining HR processes
- ✓ Benefits of automation in HR administration
- ✓ Choosing the right HR system for your organization

Session 2: Managing Employee Records and Data

- ✓ Best practices in maintaining and securing employee data
- ✓ Handling sensitive information with confidentiality
- ✓ Legal obligations around data protection and privacy

Session 3: Payroll, Benefits, and Compliance

- ✓ Key components of payroll administration
- ✓ Administering employee benefits and compensation packages
- ✓ Legal compliance and taxation in HR administration

Professional Certificate in HR Administration

Course Outline

✓ 05 Day Five

HR Strategy Alignment and Career Development

Session 1: Aligning HR Administration with Organizational Strategy

- ✓ Understanding the link between HR and business strategy
- ✓ Integrating HR practices to support organizational goals
- ✓ The evolving role of HR administrators in strategic planning

Session 2: Employee Development and Training

- ✓ Developing training programs aligned with business needs
- ✓ Career development planning for employees
- ✓ Tracking and measuring training effectiveness

Session 3: Creating a Positive HR Environment

- ✓ Building a supportive, inclusive, and motivating workplace
- ✓ Promoting employee well-being and engagement
- ✓ Measuring HR effectiveness and continuous improvement

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Professional Certificate in HR Administration

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 31, 2026	Sept. 4, 2026	5 days	4950.00 \$	Italy , Rome
Nov. 16, 2026	Nov. 20, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •