



Consulting and Training | Reach New Heights

Course Name

HR Process Excellence & Operational Efficiency

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



HR Process Excellence & Operational Efficiency

Course Introduction

Human resources functions increasingly operate as service-oriented business functions responsible for delivering consistent, efficient, and reliable employee services.

As HR processes become more interconnected with technology, shared services, employee self-service, and organizational data, process inefficiencies can create delays, duplication, inconsistent service, and unnecessary administrative effort.

This **three-day** program provides a focused framework for improving HR processes and operational efficiency. It covers process architecture, workflow analysis, service quality, controls, digital enablement, process performance, and sustainable HR operational 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 Visit Course](#)



HR Process Excellence & Operational Efficiency

Target Audience

- ✓ HR Managers
- ✓ HR Operations Professionals
- ✓ HR Shared Services Teams
- ✓ HR Business Partners
- ✓ HR Coordinators
- ✓ HR Service Delivery Professionals
- ✓ HR Transformation Professionals
- ✓ HR Process Owners
- ✓ Professionals responsible for HR operational efficiency

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](#)



HR Process Excellence & Operational Efficiency

Learning Objectives

- ✓ Understand the principles of HR process excellence.
- ✓ Map and analyze HR workflows and service processes.
- ✓ Identify inefficiencies, duplication, delays, and process bottlenecks.
- ✓ Clarify process ownership and responsibilities.
- ✓ Strengthen HR service consistency and operational controls.
- ✓ Identify opportunities for digital process enablement.
- ✓ Use process information to support HR operational decisions.
- ✓ Establish approaches for sustaining HR process improvements.

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](#)



HR Process Excellence & Operational Efficiency

Course Outline

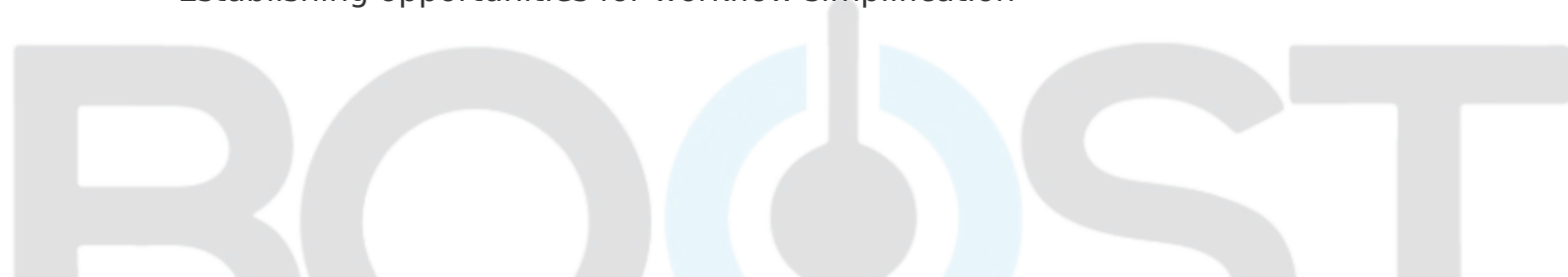
✓ Day 01

HR Process Architecture and Workflow Analysis

- ✓ HR Process Architecture and Service Design
- ✓ Understanding the structure of HR processes across the employee lifecycle
- ✓ Identifying core, supporting, and enabling HR processes
- ✓ Defining process ownership and accountability
- ✓ Understanding process interfaces between HR and other functions
- ✓ Establishing service requirements for HR processes
- ✓ Aligning HR processes with employee and organizational needs

HR Workflow Mapping and Bottleneck Identification

- ✓ Mapping current-state HR workflows
- ✓ Identifying process steps, handoffs, and dependencies
- ✓ Detecting duplication, delays, and unnecessary approvals
- ✓ Identifying bottlenecks and recurring process failures
- ✓ Analyzing causes of inefficient HR workflows
- ✓ Establishing opportunities for workflow simplification



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](#)

ROOST

HR Process Excellence & Operational Efficiency

Course Outline

✓ Day 02

HR Service Quality, Controls and Digital Enablement

- ✓ HR Service Delivery and Process Controls
- ✓ Defining service standards for HR processes
- ✓ Establishing consistency across HR service delivery
- ✓ Identifying operational and compliance control requirements
- ✓ Managing process exceptions and escalations
- ✓ Establishing clear documentation and process ownership
- ✓ Balancing process control with service efficiency

Digital HR Processes and Automation Opportunities

- ✓ Identifying HR processes suitable for digital enablement
- ✓ Evaluating automation opportunities across HR workflows
- ✓ Understanding employee self-service and workflow technologies
- ✓ Reducing manual intervention through process redesign
- ✓ Managing data and system dependencies within HR processes
- ✓ Aligning digital solutions with actual process requirements

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](#)



HR Process Excellence & Operational Efficiency

Course Outline

✓ Day 03

HR Operational Performance and Sustainable Efficiency

- ✓ HR Process Performance and Operational Insights
- ✓ Defining meaningful measures for HR process performance
- ✓ Analyzing processing time, workload, quality, and service patterns
- ✓ Identifying recurring operational issues through process data
- ✓ Using process information to prioritize improvement opportunities
- ✓ Connecting process performance with employee service outcomes
- ✓ Supporting management decisions with HR operational insights

HR Operating Efficiency and Process Sustainability

- ✓ Embedding improved processes into everyday HR operations
- ✓ Establishing governance for ongoing process ownership
- ✓ Managing process changes and organizational adoption
- ✓ Maintaining process documentation and standards
- ✓ Preventing regression to inefficient operating practices
- ✓ Building an HR operating environment that supports sustainable efficiency



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](#)



HR Process Excellence & Operational Efficiency

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 17, 2027	Oct. 19, 2027	3 days	3250.00 \$	KSA , Riyadh
Jan. 4, 2027	Jan. 6, 2027	3 days	3250.00 \$	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 •

