



Consulting and Training | Reach New Heights

Course Name

Human Resource Management Systems (HRMS) Essentials

Sector Name

HR Strategy and Training

Document Type

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Human Resource Management Systems (HRMS) Essentials

Course Introduction

In today's rapidly evolving business environment, Human Resource Management Systems (HRMS) play an important role in helping organizations manage their employees, simplify HR processes, and improve overall efficiency. As organizations continue to adopt digital solutions, understanding how to use HRMS effectively has become an essential skill for HR professionals.

BOOST Consulting & Training has designed this five-day program to provide participants with a clear, practical, and easy-to-understand introduction to Human Resource Management Systems and their applications in everyday HR activities.

The course introduces participants to the main functions of HRMS, including employee information management, recruitment and onboarding, attendance and leave management, payroll administration, performance management, and employee training and development. It also highlights how HRMS can help reduce paperwork, improve data accuracy, save time, and enhance the quality of HR services.



Throughout the program, participants will explore practical examples, simple case studies, and interactive exercises that demonstrate how HRMS supports daily HR operations. The course also introduces basic HR reporting, employee self-service features, and good practices for maintaining accurate and confidential employee information.

By the end of the program, participants will have gained a solid understanding of HRMS fundamentals and the confidence to apply their knowledge in the workplace, contributing to more organized, efficient, and effective HR operations.

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Target Audience

- ✓ Human Resources Officers and Specialists
- ✓ HR Assistants and Coordinators
- ✓ HR Administrative Staff
- ✓ Recruitment and Onboarding Coordinators
- ✓ Payroll and Benefits Officers
- ✓ Training and Development Coordinators
- ✓ Employee Relations Officers
- ✓ HR Operations and Support Staff
- ✓ Administrative Professionals involved in HR activities
- ✓ Employees interested in learning about digital HR systems

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Learning Objectives

- ✓ Understand the basic concepts and benefits of HRMS.
- ✓ Identify the main functions of HR management systems.
- ✓ Understand how to organize and update employee records.
- ✓ Explain how HRMS supports recruitment and onboarding.
- ✓ Understand attendance, leave, and payroll management.
- ✓ Explore performance management and employee training records.
- ✓ Prepare simple HR reports and track basic HR information.
- ✓ Identify ways to improve daily HR tasks using HRMS.

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Course Outline

✓ DAY 01

Introduction to Human Resource Management Systems

Module 1: Understanding HRMS

- ✓ What is a Human Resource Management System?
- ✓ Why do organizations use HRMS?
- ✓ Benefits of HRMS for HR departments.
- ✓ Traditional HR processes versus digital HR systems.
- ✓ Common HRMS features and applications.

Module 2: Basic HRMS Functions

- ✓ Overview of the main HRMS modules.
- ✓ Employee information management.
- ✓ Employee records and documentation.
- ✓ Understanding HRMS dashboards.
- ✓ Basic navigation within HR systems.

Module 3: Employee Data Management

- ✓ Creating employee profiles.
- ✓ Updating employee personal information.
- ✓ Organizing employee documents.
- ✓ Maintaining accurate HR records.
- ✓ Protecting confidential employee information.

Practical Activity: Creating a sample employee profile and organizing basic employee information.

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Course Outline

✓ DAY 02

HRMS for Daily HR Operations

Module 1: Recruitment and Onboarding

- ✓ How HRMS supports recruitment.
- ✓ Recording job applications.
- ✓ Tracking candidates and interviews.
- ✓ Managing new employee information.
- ✓ Preparing employee onboarding checklists.

Module 2: Attendance and Leave Management

- ✓ Recording employee attendance.
- ✓ Managing working hours.
- ✓ Tracking annual and sick leave.
- ✓ Submitting and approving leave requests.
- ✓ Preparing simple attendance reports.

Module 3: Payroll and Employee Benefits

- ✓ Introduction to payroll management.
- ✓ Understanding basic salary information.
- ✓ Recording allowances and deductions.
- ✓ Managing employee benefits.
- ✓ How HRMS supports payroll accuracy.

Practical Activity: Preparing a simple leave request and attendance tracking exercise.

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Course Outline

✓ DAY 03

Employee Performance and Training Management

Module 1: Performance Management

- ✓ Introduction to employee performance management.
- ✓ Recording employee goals and objectives.
- ✓ Understanding performance evaluations.
- ✓ Tracking employee performance.
- ✓ Maintaining performance records.

Module 2: Training and Development

- ✓ Recording employee training needs.
- ✓ Managing training nominations.
- ✓ Tracking employee training attendance.
- ✓ Maintaining training history.
- ✓ Preparing basic training reports.

Module 3: Employee Self-Service

- ✓ What is employee self-service?
- ✓ Updating personal information.
- ✓ Applying for leave online.
- ✓ Accessing payslips and HR documents.
- ✓ Benefits of employee self-service.

Practical Activity: Creating a sample employee training record and a basic performance evaluation form.

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Course Outline

✓ DAY 04

HR Reports and Improving HR Processes

Module 1: Basic HR Reporting

- ✓ Importance of HR reports.
- ✓ Employee headcount reports.
- ✓ Attendance and absence reports.
- ✓ Leave balance reports.
- ✓ Training participation reports.
- ✓ Understanding simple HR dashboards.

Module 2: Improving Daily HR Tasks

- ✓ Reducing paperwork through HRMS.
- ✓ Organizing HR information efficiently.
- ✓ Improving HR communication.
- ✓ Saving time through digital approvals.
- ✓ Avoiding common HR data errors.

Module 3: HRMS Data Security and Good Practices

- ✓ Importance of employee data confidentiality.
- ✓ Managing access to HR information.
- ✓ Keeping employee records updated.
- ✓ Common mistakes when using HRMS.
- ✓ Best practices for effective HRMS usage.

Practical Activity: Preparing a simple HR report using sample employee data.

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Course Outline

✓ DAY 05

Practical HRMS Applications and Review

Module 1: Using HRMS in Everyday Work

- ✓ Reviewing the main HRMS functions.
- ✓ Common HRMS tasks and applications.
- ✓ Handling basic HR requests.
- ✓ Understanding common HRMS challenges.
- ✓ Tips for using HR systems effectively.

Module 2: Practical Exercises and Case Studies

- ✓ Creating and updating employee records.
- ✓ Managing employee leave requests.
- ✓ Tracking training participation.
- ✓ Preparing basic HR reports.
- ✓ Identifying opportunities to improve HR processes.

Module 3: Course Review and Action Planning

- ✓ Summary of key learning points.
- ✓ Group discussion and knowledge sharing.
- ✓ Identifying opportunities to apply HRMS in the workplace.
- ✓ Preparing a simple personal action plan.
- ✓ Final questions and course evaluation.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 15, 2026	Nov. 19, 2026	5 days	4250.00 \$	KSA , Riyadh
Jan. 18, 2027	Jan. 22, 2027	5 days	4250.00 \$	UAE , Dubai
April 26, 2027	April 30, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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