"Transforming HR: Harnessing the Power of Technology for a Smarter Workforce"

Objective

- The primary objective of the HR Technologies training is to equip participants with the latest tools and knowledge necessary to leverage modern HR systems. This training is designed to provide an in-depth understanding of how technologies such as HRIS, ATS, LMS, and AI-driven tools enhance human resource management. Trainees will learn how to use these technologies to streamline recruitment, performance management, payroll, and employee engagement.

What Will Trainees Get Out of This Training?

1 Understand the key functionalities of HR technologies and systems.

2 Learn how to implement tools like ATS and HRIS to manage recruitment and employee data.

3 Use AI to enhance the efficiency of HR processes such as recruitment and performance evaluations.

4 Effectively navigate and utilize Learning Management Systems (LMS) to foster employee development.

5 Gain practical insights into data analytics to support HR decision-making.

What's New for Trainees?

- AI-driven recruitment tools that minimize bias and improve hiring accuracy.
- Cloud-based HR solutions that provide real-time data access and improve collaboration.
- Advanced data analytics for predictive insights into employee performance and retention.
- Employee self-service portals that give employees more autonomy in managing their own HR information.

Training Details:

Duration: 4 Weeks

Mode: Hybrid

Certification: Upon completion, trainees will receive a certificate verifying their expertise in HR technologies.

Did You Know?

Evolution of HR Technology: The first known HR software was developed in the 1960s and was primarily focused on payroll processing. Over the years, HR technology has evolved significantly, encompassing recruitment, performance management, and employee engagement.

Rise of AI in HR: By 2025, it's estimated that AI will help HR professionals save up to 40% of their time by automating repetitive tasks, allowing them to focus on strategic initiatives.

Recruitment Impact: Organizations using advanced recruiting software have seen a 70% improvement in their time-to-hire. AI-driven tools can analyze resumes and rank candidates more efficiently than traditional methods.

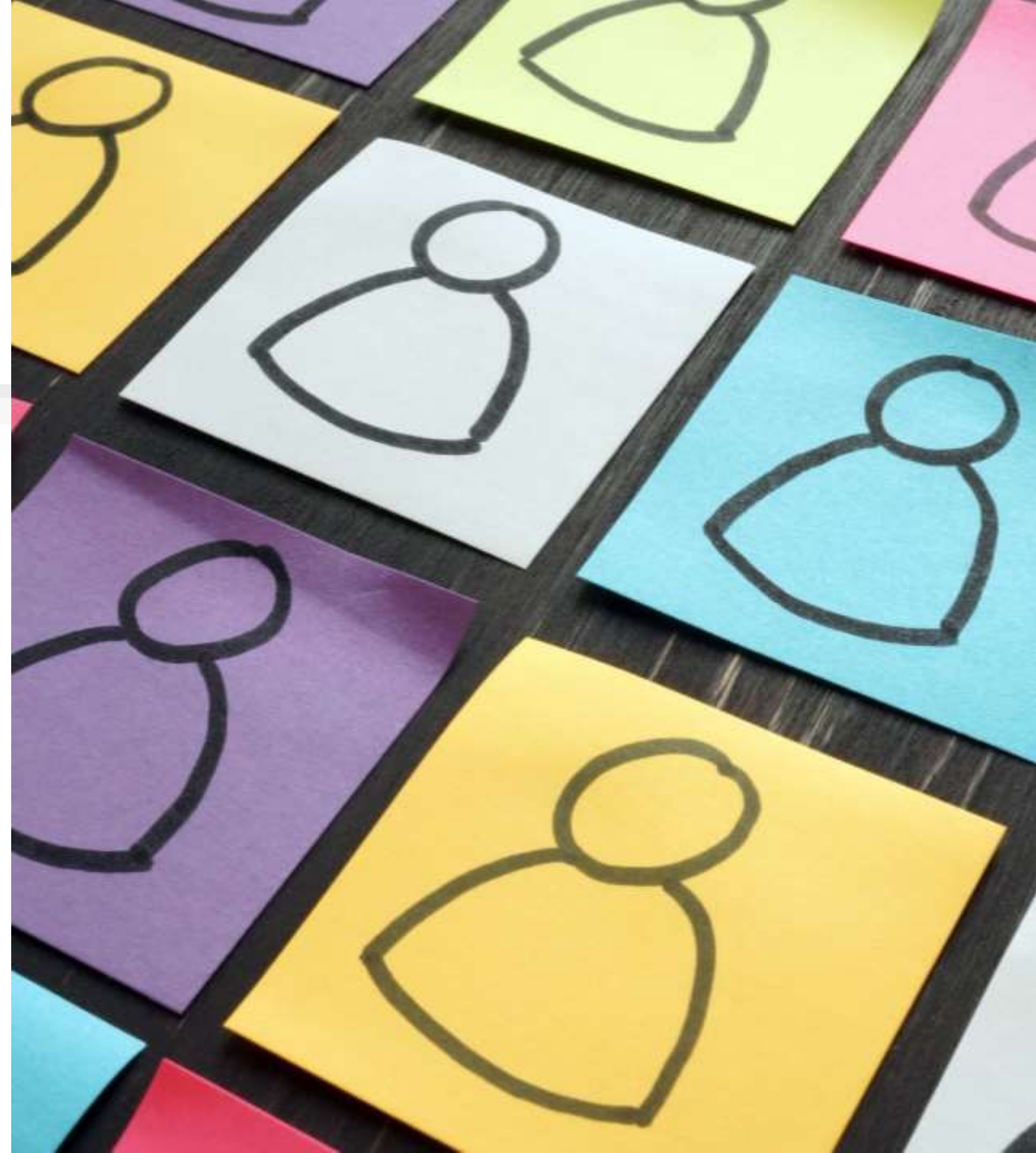# Content Overview:

1. Introduction to HR Technologies Content:

➢ Overview of how technology has transformed the HR landscape. Introduction to key HR tools: HRIS (Human Resource Information System), ATS (Applicant Tracking System), and more. Discussion on digitalization, automation, and the impact of cloud-based HR solutions.

➢ Benefits: Trainees will gain a foundational understanding of how HR technologies simplify and enhance human resource functions.The ability to identify the right technologies for different HR functions (recruitment, employee management, etc.).Awareness of the digital shift in HR and its importance in modern workplaces.

2. Recruitment Technologies Content:

➢ Introduction to recruitment-specific technologies: ATS (Applicant Tracking Systems), CRM (Candidate Relationship Management), and AI-driven tools. Learning about automation in the hiring process, from job postings to candidate screening and final selection.

➢ Benefits :Trainees will learn how to streamline the recruitment process, reducing time-to-hire and improving the candidate experience. Practical knowledge of recruitment tools that automate tasks like resume screening, interview scheduling, and candidate tracking. Insights into reducing bias in recruitment using AI and technology.

HRIS/HRMS Overview

- **Content**:

- Detailed breakdown of HRIS (Human Resource Information Systems) and HRMS (Human Resource Management Systems) tools.

- Learning how these systems handle employee data, payroll, compliance, and more.

- Introduction to HRIS platforms like BambooHR, Workday, and SAP SuccessFactors.

- **Benefits**:

- Trainees will learn how to centralize employee data and automate HR tasks using HRIS and HRMS tools.

- Practical knowledge on how to implement and manage HRIS/HRMS systems in their organizations.

- Insights into improving data accuracy, reducing manual errors, and ensuring compliance.

Payroll & Benefits Technologies

- **Content**:

- Introduction to digital payroll solutions that automate salary processing, tax calculations, and benefits management.

- Overview of the integration between payroll and other HR systems like HRIS and EMS.

- Exploring payroll platforms like ADP, Gusto, and Paycom.

- **Benefits**:

- Trainees will gain knowledge on how payroll technologies improve accuracy, compliance, and employee satisfaction.

- The ability to configure and automate payroll processes, reducing manual effort and errors.

- Insights into managing employee benefits efficiently using payroll tools.

LMS and Online Learning Platforms

- **Content**:

- Overview of **Learning Management Systems (LMS)** such as Moodle, TalentLMS, and Cornerstone OnDemand.

- Learning how to deliver, track, and manage employee learning and development programs using these platforms.

- **Benefits**:

- Trainees will be able to create and manage training programs that improve employee skills and career development.

- Practical knowledge of configuring LMS for different learning needs, including onboarding, compliance training, and career development.

- Insights into tracking employee progress and improving engagement through learning opportunities.

Performance Management Tools

Content:

Overview of performance management software that tracks employee progress, sets goals, and provides feedback.

Introduction to tools like Workday Performance, BambooHR Performance Management, and Lattice.

Benefits:

Trainees will learn how to implement performance management systems that drive employee productivity and development.

Knowledge on setting up performance management systems that align with business goals.

The ability to track progress, conduct employee evaluations, and use data to support career growth.

360-Degree Feedback Systems

- **Content**:

- Exploring the concept of **360-degree feedback** and its importance in employee development.

- Hands-on experience with feedback tools like CultureAmp, SurveyMonkey Feedback, and Small Improvements.

- **Benefits**:

- Trainees will learn how to implement 360-degree feedback systems to provide comprehensive employee evaluations.

- Skills in gathering diverse feedback from peers, subordinates, and managers for balanced employee reviews.

- The ability to create actionable feedback that supports employee growth and performance improvement.

AI and Machine Learning in HR

Content:

Introduction to **AI** and **machine learning** in HR, including AI-driven recruitment tools, performance evaluation algorithms, and predictive analytics.

Exploring platforms like **HireVue** (AI video interviews) and **Pymetrics** (AI-powered talent assessments).

Benefits:

Trainees will understand how AI can automate HR tasks and make data-driven decisions to improve HR efficiency.

Hands-on experience with AI-powered tools, improving HR processes such as recruitment, talent management, and employee engagement.

Insights into the future of AI in HR and how to leverage it to stay competitive.
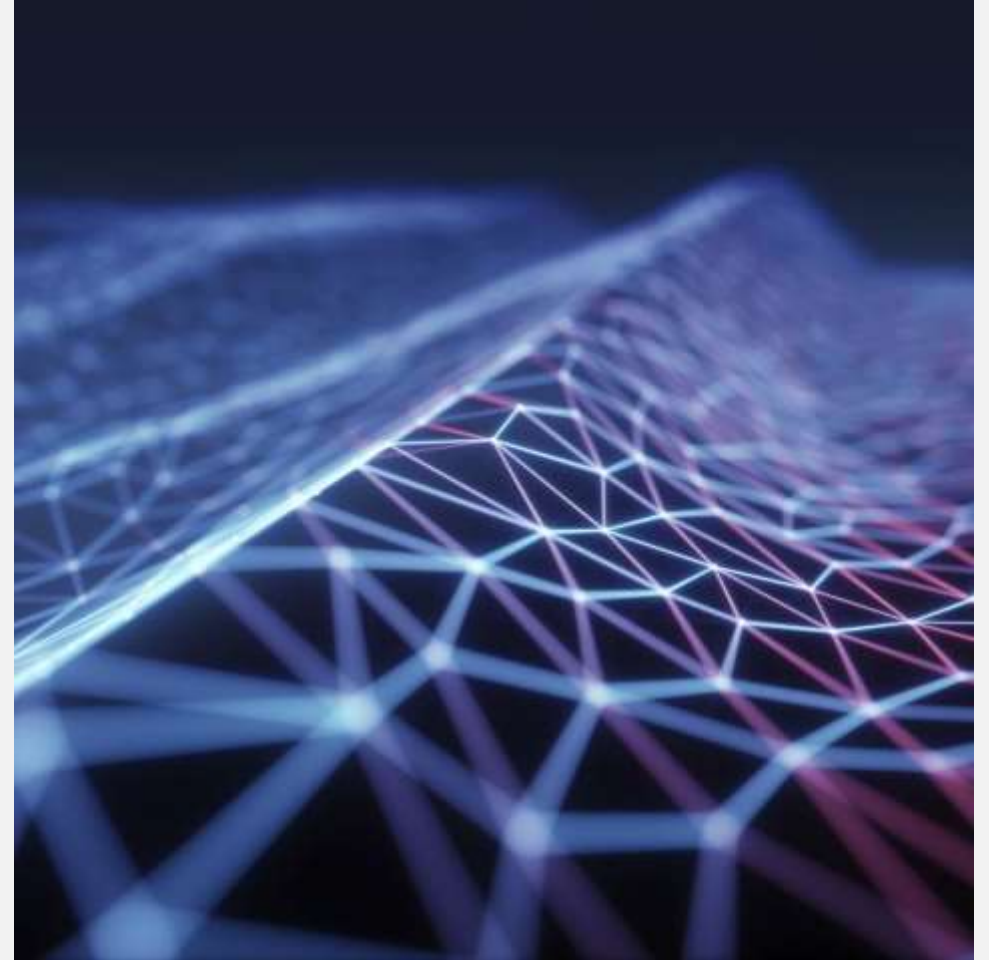
Did you know?

Employee Engagement: Companies utilizing employee engagement software have reported a 14% increase in productivity. Engaged employees are more likely to be loyal, reducing turnover rates significantly.

Cloud Adoption: Over 70% of HR departments now use cloud-based solutions, enabling them to access data from anywhere and streamline processes. This shift has also enhanced collaboration among remote teams.

Performance Management Revolution: A study found that organizations that adopt continuous performance management practices see a 30% improvement in employee performance compared to those using traditional annual reviews.

Diversity Hiring: HR technology tools that analyze data can help organizations identify and reduce bias in hiring processes, leading to more diverse workplaces. Companies with higher diversity levels have been shown to outperform their peers.

The Future is Predictive: Predictive analytics in HR is gaining traction, helping organizations forecast hiring needs and employee turnover based on historical data and trends, ultimately improving strategic planning.

Additional Benefits:

Career Advancement Opportunities:

- Mastery of HR technologies opens pathways for career advancement into leadership roles, such as HR Manager, HR Analyst, or HR Tech Specialist, where strategic decision-making is key

Certification Credential:

- Receiving a certification upon completion will serve as a tangible credential, enhancing resume and establishing credibility in the field of HR technology.