

# aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-080

## HR Operations and Employee Records Management

### Contact

+31 85 7444446  
info@aractech.com  
<https://aractech.com>

### Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

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info@aractech.com

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# Course content

## Why Attend

Accurate HR operations and employee records underpin payroll, compliance, reporting and employee experience. Errors create legal risk and frustration.

This Aractech course covers HR operations processes, employee life cycle administration, employee records and data, HR information systems, data protection, document management, service standards and process improvement. Participants map and improve HR processes.

## Course Methodology

- Process mapping
- Practical exercises
- Case studies
- Group discussions
- Templates

## Course Objectives

- Manage HR operational processes
- Administer the employee life cycle
- Maintain accurate employee records
- Use HR information systems effectively
- Comply with data protection requirements
- Improve HR process efficiency and service

## Target Audience

- HR officers and administrators
- HR operations managers

# Course content

- HR systems staff
- Payroll administrators

# Course outline

## Detailed course outline

Day-by-day outline for HR Operations and Employee Records Management.

### Day 1 - HR Operations

- 09:00-09:45 | HR operations role
- 09:45-10:30 | Processes
- 10:30-11:00 | Service standards
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Service standards (continued)
- 11:45-12:30 | Roles
- 12:30-14:00 | Exercise: Process inventory

### Day 2 - Employee Life Cycle

- 09:00-09:45 | Onboarding administration
- 09:45-10:30 | Changes
- 10:30-11:00 | Leave
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Leave (continued)
- 11:45-12:30 | Exits
- 12:30-14:00 | Workshop: Process map

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### Day 3 - Records and HRIS

- 09:00-09:45 | Employee records
- 09:45-10:30 | HR systems
- 10:30-11:00 | Data quality
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Data quality (continued)
- 11:45-12:30 | Reporting
- 12:30-14:00 | Exercise: Data audit

### Day 4 - Data Protection

- 09:00-09:45 | Personal data
- 09:45-10:30 | Retention
- 10:30-11:00 | Access requests
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Access requests (continued)
- 11:45-12:30 | Security
- 12:30-14:00 | Case study: HR data breach

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### Day 5 - Improvement

- 09:00-09:54 | Process improvement
- 09:54-10:48 | Automation
- 10:48-11:00 | Self-service
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Self-service (continued)
- 12:12-13:06 | Metrics
- 13:06-14:00 | Capstone: HR operations improvement plan

# Seminar dates

## Available seminar dates

Live dates and pricing for HR Operations and Employee Records Management generated from the course details page.

| Date                  | Location     | Format    | Fee    |
|-----------------------|--------------|-----------|--------|
| 16 - 20 November 2026 | London       | Classroom | €2,315 |
| 7 - 11 December 2026  | Istanbul     | Classroom | €1,978 |
| 11 - 15 January 2027  | Kuala lumpur | Classroom | €1,925 |
| 8 - 12 February 2027  | Barcelona    | Classroom | €2,815 |
| 8 - 12 March 2027     | London       | Classroom | €2,315 |
| 12 - 16 April 2027    | Munich       | Classroom | €3,225 |
| 10 - 14 May 2027      | Amsterdam    | Classroom | €2,830 |
| 14 - 18 June 2027     | London       | Classroom | €2,315 |
| 12 - 16 July 2027     | Istanbul     | Classroom | €1,978 |
| 9 - 13 August 2027    | Kuala lumpur | Classroom | €1,925 |

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| 11 - 15 October 2027   | London        | Classroom     | €2,315 |
| 8 - 12 November 2027   | Munich        | Classroom     | €3,225 |
| 13 - 17 December 2027  | Amsterdam     | Classroom     | €2,830 |
| 16 - 20 November 2026  | Online / Live | Online / Live | €1,815 |
| 7 - 11 December 2026   | Online / Live | Online / Live | €1,815 |
| 11 - 15 January 2027   | Online / Live | Online / Live | €1,815 |
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| 14 - 18 June 2027      | Online / Live | Online / Live | €1,815 |
| 12 - 16 July 2027      | Online / Live | Online / Live | €1,815 |
| 9 - 13 August 2027     | Online / Live | Online / Live | €1,815 |
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