

aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-071

HR Operations, Payroll & Employee Services

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Course content

Why Attend

Overview

Why Attend

Course Methodology

- Interactive lectures and real-world case studies
- Hands-on activities and group discussions
- Role-playing scenarios for HR service delivery
- Practical payroll calculations and compliance exercises
- Q&A sessions with industry experts

Course Objectives

- Understand the core functions of HR operations
- Implement effective payroll management systems
- Ensure compliance with labor laws and payroll regulations
- Enhance employee service delivery and support
- Develop strategies for continuous improvement in HR processes

Target Audience

- HR professionals and managers
- Payroll specialists and officers
- HR administrators and coordinators
- Finance and accounts personnel involved in payroll

Course outline

Detailed course outline

Day-by-day outline for HR Operations, Payroll & Employee Services.

Day 1 - Introduction to HR Operations

- 09:00-10:30 | Overview of HR operations and key functions
- 10:30-11:00 | HR roles and responsibilities in modern organizations
- 11:00-11:30 | Coffee break
- 11:30-12:30 | HR roles and responsibilities in modern organizations (continued)
- 12:30-14:00 | Understanding HR policies and procedures

Day 2 - Payroll Management Essentials

- 09:00-10:30 | Payroll process workflow and best practices
- 10:30-11:00 | Salary structure and components
- 11:00-11:30 | Coffee break
- 11:30-12:30 | Salary structure and components (continued)
- 12:30-14:00 | Common payroll systems and software

Day 3 - Compliance and Regulatory Aspects

- 09:00-10:30 | Labor laws affecting payroll and HR services
- 10:30-11:00 | Taxation, deductions, and statutory benefits
- 11:00-11:30 | Coffee break
- 11:30-12:30 | Taxation, deductions, and statutory benefits (continued)
- 12:30-14:00 | Managing audits and compliance checks

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Day 4 - Employee Services and Support

- 09:00-10:30 | Delivering effective employee services
- 10:30-11:00 | Managing employee records and documentation
- 11:00-11:30 | Coffee break
- 11:30-12:30 | Managing employee records and documentation (continued)
- 12:30-14:00 | Handling grievances and employee inquiries

Day 5 - Process Improvement and Future Trends

- 09:00-10:30 | Streamlining HR and payroll processes
- 10:30-11:00 | Leveraging technology in HR operations
- 11:00-11:30 | Coffee break
- 11:30-12:30 | Leveraging technology in HR operations (continued)
- 12:30-14:00 | Emerging trends and future challenges in HR services

Seminar dates

Available seminar dates

Live dates and pricing for HR Operations, Payroll & Employee Services generated from the course details page.

Date	Location	Format	Fee
11 - 15 January 2027	London	Classroom	€2,315
8 - 12 February 2027	Frankfurt	Classroom	€1,875
8 - 12 March 2027	Barcelona	Classroom	€2,815
12 - 16 April 2027	Frankfurt	Classroom	€1,875
10 - 14 May 2027	Rome	Classroom	€3,460
14 - 18 June 2027	Kuala lumpur	Classroom	€1,925
12 - 16 July 2027	Barcelona	Classroom	€2,815
11 - 15 January 2027	Online / Live	Online / Live	€1,215
8 - 12 February 2027	Online / Live	Online / Live	€1,215
8 - 12 March 2027	Online / Live	Online / Live	€1,215

Seminar dates

Available seminar dates

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Date	Location	Format	Fee
12 - 16 April 2027	Online / Live	Online / Live	€1,215
10 - 14 May 2027	Online / Live	Online / Live	€1,215
14 - 18 June 2027	Online / Live	Online / Live	€1,215
12 - 16 July 2027	Online / Live	Online / Live	€1,215