MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Human Resources Management

Computerized Human Resource Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2562	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Computerized Human Resource Management course offered by Magna Skills is designed to provide participants with the knowledge and skills required to effectively utilize computerized systems for managing human resources within organizations. This course covers essential principles, tools, and techniques for automating HR processes, including recruitment, performance management, training, payroll, and employee data management, using specialized HR software applications.

Course Outcomes

1. **Understanding HR Information Systems (HRIS):** Gain insights into the functions and capabilities of HRIS, including database management, reporting, and analytics, and understand their role in streamlining HR processes and improving decision-making.
2. **Selection and Implementation of HR Software:** Learn how to evaluate, select, and implement HR software solutions that align with organizational needs, goals, and budgetary constraints, and ensure successful integration with existing systems.
3. **Recruitment and Talent Acquisition:** Explore how HRIS can facilitate the recruitment process, including job posting, candidate tracking, resume screening, and interview scheduling, to attract and retain top talent effectively.
4.

Performance Management and Appraisal: Understand how HRIS can support performance management initiatives, including goal setting, performance evaluation, feedback mechanisms, and performance analytics, to enhance employee productivity and engagement.

5. **Training and Development:** Learn how to use HRIS to manage training programs, track employee training needs and progress, and assess the impact of training on individual and organizational performance.

Course Outline / Curriculum

Module 1: Introduction to HR Information Systems (HRIS)

- Overview of HRIS and their functions
- Benefits and challenges of implementing HRIS in organizations

Module 2: Selection and Implementation of HR Software

- Factors to consider when selecting HR software
- Steps involved in implementing HRIS effectively

Module 3: Recruitment and Applicant Tracking

- Automation of job posting and candidate sourcing
- Applicant tracking and resume screening functionalities

Module 4: Performance Management and Appraisal

- Setting performance goals and metrics in HRIS
- Performance evaluation, feedback, and coaching features

Module 5: Training and Development Management

- Managing training programs and course catalogs
- Tracking employee training needs and certifications

Module 6: Payroll and Benefits Administration

- Automating payroll processing and tax calculations
- Managing employee benefits and compensation packages

Module 7: Employee Self-Service Portals

- Features and functionalities of employee self-service portals
- Enabling employees to access and update their information

Module 8: HR Analytics and Reporting

- Generating reports and analytics to support decision-making
- Predictive analytics for workforce planning and talent management

Module 9: Compliance and Data Security

- Ensuring compliance with data protection regulations
- Safeguarding sensitive employee data and maintaining data integrity

Module 10: Integration and System Maintenance

- Integrating HRIS with other organizational systems (e.g., ERP, CRM)
- System upgrades, maintenance, and troubleshooting

The Computerized Human Resource Management course empowers participants with the knowledge and skills necessary to leverage HRIS effectively for managing human resources within organizations. Through a blend of theoretical learning, hands-on exercises, and case studies, participants will learn how to select, implement, and maximize the potential of HR software applications to streamline HR processes, enhance employee engagement, and drive organizational success.

Target Audience

Computerized Human Resource Management

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Computerized Human Resource Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____