

## Human Resources Management

# Computerized Human Resource Management

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

COURSE CODE

**MSD2562**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**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

- 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.
- 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.
- 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.
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**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

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## **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.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Computerized Human Resource Management
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

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Date