

Payroll System Selection & Implementation Masterclass

Human Resource
Cape Town (South Africa)
10 - 14 Nov 2025

UK Traininig

PARTNER

The background of the entire page features a grayscale checkered chessboard. In the foreground, several chess pieces are visible: a silver pawn on the left, a silver pawn in the center, and a large gold king piece on the right. Behind the pieces, there are several concentric, light gray circles that create a ripple effect across the background.

Payroll System Selection & Implementation Masterclass

Ref: 321498_129026 **Date:** 10 - 14 Nov 2025 **Location:** Cape Town (South Africa) **Fees:** 3300 Euro

Course Description

This comprehensive 5-day course guides participants through the entire process of selecting and implementing a payroll system. From initial needs assessment to post-implementation support, attendees will gain practical skills in project planning, vendor evaluation, data migration, system testing, and change management. The course combines theoretical knowledge with hands-on exercises to ensure participants can confidently manage payroll system projects.

Learning Objectives

- Develop a detailed project plan for payroll system implementation
- Evaluate and select appropriate payroll vendors based on organizational needs
- Design and execute effective data migration and system testing strategies
- Implement change management and training programs for smooth system adoption
- Establish post-implementation support and continuous improvement processes

Course Modules

Day 1: Project Planning and Needs Assessment

- Introduction to payroll system implementation lifecycle
- Conducting a current state analysis
- Defining system requirements and objectives
- Creating a comprehensive project plan

Day 2: Vendor Selection and Evaluation

- Researching payroll system vendors
- Developing a Request for Proposal RFP
- Evaluating vendor responses and demonstrations
- Negotiating contracts and service level agreements

Day 3: System Design and Data Migration

- Mapping current processes to new system functionality
- Designing system configurations and customizations
- Planning and executing data cleansing and migration
- Establishing data validation and reconciliation procedures

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on the board. The board is white and black, and the pieces are gold and silver.

UK Training
PARTNER

Day 4: Testing and Quality Assurance

- Developing a comprehensive testing strategy
- Conducting unit, integration, and user acceptance testing
- Parallel payroll runs and results validation
- Identifying and resolving system issues

Day 5: Implementation and Post-Go-Live Support

- Creating user training materials and conducting sessions
- Developing a go-live strategy and cutover plan
- Establishing post-implementation support processes
- Continuous improvement and system optimization techniques

Practical Wins for Participants

- A customizable project plan template for payroll system implementation
- Vendor evaluation scorecard and RFP development toolkit
- Data migration checklist and reconciliation spreadsheet
- Go-live readiness assessment and post-implementation audit guide

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern, and there are concentric circles in the background.

UK Training
PARTNER

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335