HR Skills for HR Administrators: Mastering Core Competencies

4 – 8 January 2027
Vienna (Austria)



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Why This Course

HR administrators play a central role in ensuring that people processes run smoothly and align with organizational goals. From managing policies to supporting recruitment and maintaining employee records, their responsibilities require both operational efficiency and a solid understanding of HR best practices.

This intensive 1-week program is designed to build practical HR capabilities that can be applied immediately in the workplace. It provides a structured approach to HR administration, combining policy development, recruitment processes, employee relations, and data management. Through real-world examples and interactive sessions, participants will strengthen their ability to support and enhance the overall HR function.

What You'll Learn and Practice

By participating in this program, you will:

- Develop and implement effective HR policies and procedures.
- Manage recruitment, selection, and onboarding processes efficiently.
- Strengthen employee relations and conflict resolution skills.
- Improve HR data management and reporting capabilities.
- Align HR practices with organizational strategy.
- Ensure compliance with legal and regulatory requirements.

The Program Flow

Day 1: HR Policies and Procedures

- Understanding the purpose and structure of HR policies.
- Developing and updating policies to meet organizational needs.
- Communicating policies clearly across the organization.
- Ensuring compliance with legal and regulatory standards.

Day 2: Recruitment and Selection

- Creating clear and effective job descriptions.
- Applying strategies to attract and select suitable candidates.
- Conducting structured interviews and assessments.
- Managing onboarding processes for new employees.



Day 3: Employee Relations and Communication

- Handling employee concerns and workplace conflicts.
- Applying effective communication techniques.
- Supporting performance management processes.
- Managing disciplinary procedures professionally.

Day 4: HR Data Management and Reporting

- Understanding HR information systems and their functions.
- Managing employee records accurately and securely.
- Preparing HR reports and basic analytics.
- Ensuring data privacy and security in HR operations.

Day 5: Strategic HR and Compliance

- Aligning HR activities with business objectives.
- Supporting organizational change initiatives.
- Understanding key employment law concepts.
- Conducting internal HR audits and reviews.

Individual Impact

- Strengthen core HR administrative and operational skills.
- Improve confidence in handling day-to-day HR responsibilities.
- Enhance communication and problem-solving abilities.
- Develop a more structured and professional approach to HR tasks.

Work Impact

- Improve efficiency and consistency in HR processes.
- Enhance recruitment and employee onboarding outcomes.
- Strengthen compliance with policies and regulations.
- Support better decision-making through accurate HR data.

Training Methodology

This program combines practical learning with real-world application to ensure effective results. Methods include:

- Interactive sessions and guided discussions.
- Case studies based on HR scenarios.
- Practical exercises in recruitment, policy development, and reporting.
- Group activities focused on problem-solving and communication.
- Templates and tools for immediate workplace application.



Beyond the Course

By the end of the program, participants will be able to:

- Create a comprehensive and structured HR policy manual.
- Design an effective recruitment and onboarding process.
- Implement a consistent performance management approach.
- Develop HR reports and analytics to support decision-making.

