

# HANDLING BUSINESS REQUIREMENTS USING HRIS SOLUTIONS



**1-5 DEC, 2025**



**DUBAI- UAE**

## OUR ACCREDITATION & PARTNERS



### OVERALL DESCRIPTION:

In today's competitive business landscape, organizations rely on effective Human Resource Information Systems (HRIS) to manage people, information, and performance in a structured and strategic way. This workshop focuses on how HRIS frameworks support the alignment of human resource activities with organizational objectives. Participants will explore how to design, manage, and continuously improve HR processes—from workforce planning to performance analysis—using HRIS principles and methodologies that emphasize efficiency, accountability, and informed decision-making.

### Course Objectives:

**By the end of this course, participants will be able to:**

- Understand the core principles and functions of an HRIS as a management framework
- Identify organizational needs and translate them into structured HRIS requirements
- Apply HRIS processes to improve workforce planning, control, and reporting
- Ensure HRIS data accuracy, confidentiality, and compliance with policy standards
- Use HRIS-driven insights for strategic HR decision-making and process optimization
- Strengthen coordination between HR, management, and operations through HRIS integration



## Course Outline:

### Module 1: HRIS and Business Alignment

- Understanding the role of HRIS in strategic HR management
- Linking HRIS processes to organizational goals and performance
- Components and structure of effective HRIS-based management systems

### Module 2: Identifying and Managing HRIS Requirements

- Assessing HR needs through HRIS evaluation and data review
- Developing HRIS requirement documents and management guidelines
- Coordinating HRIS activities across departments for better collaboration

### Module 3: HRIS Data Management and Control

- Maintaining HRIS data integrity, accuracy, and confidentiality
- Establishing HRIS documentation and record-keeping standards
- Managing HR compliance and audit requirements through HRIS procedures

### Module 4: HRIS Reporting and Performance Analysis

- Designing HRIS-based reports for operational and strategic use
- Interpreting HRIS data for workforce planning and decision support
- Using HRIS analytics to measure and enhance HR performance

### Module 5: HRIS Administration and Continuous Improvement

- Defining HRIS roles, permissions, and accountability within HR teams
- Troubleshooting and optimizing HRIS-related processes
- Implementing continuous improvement within HRIS management frameworks

### WHO SHOULD ATTEND?

- HR professionals responsible for workforce management and process improvement
- HR analysts and coordinators utilizing HRIS frameworks for reporting and planning
- Managers and supervisors overseeing HR performance and documentation
- Professionals aiming to enhance organizational effectiveness through HRIS principles

### Course Methodology:

**We utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This training course will be conducted as a highly interactive workshop session. A variety of training methodologies will be used Before and during the course whenever applicable. Some of these methods are gamification, online pre-post test, role plays, self-assessment instruments, group exercises & case studies.**

