

Human Resource Administration

Description

Human Resource Administration

Master the art and science of HR management to transform your workforce into your organization's greatest competitive advantage.

[ENROL HERE](#)

Human Resource Administration

Course Overview

This comprehensive course bridges the gap between theoretical HR principles and practical administration. Participants will learn to design, implement, and evaluate HR systems that align with organizational objectives while fostering an engaged, productive workforce. Through real-world case studies, interactive workshops, and applied projects, you'll develop both the technical knowledge and strategic mindset needed to excel in modern HR leadership.

Target Audience

- ? Aspiring HR Manager/Officers
- ? Department managers with HR responsibilities
- ? Government Officers
- ? Business owners

Benefits For Employers

- ? **MQA Approved, HRDC Refundable**
- ? Design HR systems, policies and procedures
- ? Improve employee retention and engagement metrics
- ? Develop data-driven approaches to workforce planning and management

? Build credibility as a strategic business partner

Course Benefits

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

- ? **Strategic Business Alignment** – HR team contributes directly to organizational goals and performance
- ? **Legal Risk Mitigation** – Reduced compliance violations and employment-related legal exposure
- ? **Improved Talent Quality** – Better recruitment processes attract and retain top-performing employees
- ? **Enhanced Employee Performance** – Effective performance management systems drive productivity and results
- ? **Higher Employee Retention** – Stronger engagement strategies reduce turnover and recruitment costs
- ? **Stronger Leadership Pipeline** – Succession planning ensures continuity and reduces leadership gaps
- ? **Data-Driven HR Decisions** – Analytics-based insights optimize HR investments and resource allocation
- ? **Smooth Organizational Change** – Professional change management reduces disruption and resistance
- ? **Cost Optimization** – Efficient HR processes and systems reduce administrative overhead
- ? **Competitive Advantage** – Strategic HR practices differentiate your organization in the marketplace

Course Content

What You'll learn:

- ? The Strategic Role of HR
- ? HR Legal Framework and Compliance
- ? Talent Acquisition and Onboarding
- ? Total Rewards and Performance Management

- ? Employee Relations and Engagement
- ? Talent Development and Succession Planning
- ? HR Metrics and Analytics
- ? Change Management and HR Transformation



MAURITIUS QUALIFICATIONS AUTHORITY



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Course Features

- Certificate of Completion
- Entry Requirements – Any
- Flexible day and dates

[Join Course](#)



Benefits To The Learner

- ? Certificate of Completion
- ? **Strategic HR Thinking** – Transform from administrative tasks to strategic business partnership
- ? **Legal Compliance Mastery** – Navigate employment laws confidently and protect your organization
- ? **Talent Acquisition Excellence** – Build effective recruitment and onboarding systems that attract top talent
- ? **Performance Management Skills** – Design reward systems and conduct impactful performance conversations

- ? **Employee Engagement Expertise** – Create positive workplace cultures and resolve conflicts effectively
- ? **Talent Development Capabilities** – Build succession plans and development programs for organizational growth
- ? **Data-Driven Decision Making** – Use HR analytics and metrics to influence stakeholders and drive results
- ? **Change Leadership Skills** – Lead organizational transformation and position HR as a strategic enabler
- ? **Career Advancement** – Gain comprehensive HR competencies for senior HR roles and leadership positions
- ? **Business Impact** – Contribute directly to organizational performance through strategic HR practices

Why Enrol in this Course

Talk to Us!

[Contact Us Now](#)



Practical-Focused Curriculum

Designed by professionals for real-world application



Interactive Learning

Combination of theory with practical exercises and case studies



Flexible Study Format

Professional-friendly scheduling for working managers



Online Tutoring

Guidance and support providing one-on-one assistance and feedback online

pricing packages

Choose Your Pricing Plan

Flexible payment options designed to fit different budgets and learning needs, with various packages available to make quality management education accessible and affordable.

Mauritius

workshop

- MUR 15,000
- 8 hours
- MQA Approved
- HRDC Refundable
- Certificate of Attendance

standard

- MUR 40,000
- 24 Hours

- MQA Approved
- HRDC Refundable
- Certificate of Participation

premium (most popular)

- MUR 60,000
- MQA Approved
- HRDC Refundable
- Certificate of Completion
- Conducted in a Hotel
- All Comprehensive modules
- Highly Interactive Sessions
- Personal Development Plan
- Individual Coaching
- Advice/Guidance/Follow-up after Course

International

workshop

- USD 350
- 8 hours
- Online – Interactive sessions
- Certificate of Attendance

standard

- USD 995
- 24 Hours
- Online – Interactive sessions
- Certificate of Participation

premium (most popular)

- USD 1.325
- MQA Approved
- HRDC Refundable
- Certificate of Completion
- Conducted in a Hotel
- All Comprehensive modules
- Highly Interactive Sessions
- Personal Development Plan
- Individual Coaching
- Advice/Guidance/Follow-up after Course

Limited Promotion

Get up to 15% discount for registration in the Premium and Standard Packages this month!

Reviews



Fabien D.

Asst HR Manager – Moroil

I have learnt a lot of new things in this Key Managerial Skills course that make a think about myself, my career, my job and have a different approach to work. I really enjoyed the training as it was very interactive and the trainer shared a lot of practical solutions to work problems. I will recommend this course to other professionals, especially those aspiring to be Managers.



Irshaad E.

Senior Lab Technician – Natec

The Key Managerial course has totally transformed my way of thinking, I learnt a lot of new things that are going to be useful in my professional life as well as my personal life. The trainer shared so much information about what a manager should know to do his/her job properly. I really recommend this

course to all Managers and aspiring managers.



Avish P.
Taylor Smith

The Managerial Skills course has enabled me to rethink about myself, my passion, the things which I had forgotten. I learnt a lot, especially how to manage more efficiently. I spent very nice time in the course as I would not have imagined the course to be so interactive. The trainer shared a lot with us. I recommend this course to all managers and aspiring managerial position.



Mattieu F.
Asst. Operations Manager Taylor Smith

I would not have thought that the Managerial Skills course could be that much interactive. The trainer listened to us, enlightened so much on many important things on the roles, qualities and skills of managers. She made us think about ourselves. Fantastic. I would recommend this course to all Managers and all those aspiring to Manager's position.

Contact Information

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Get in touch with us

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