Banking and Insurance · BA465

Employee Lifecycle Management within HR Systems

Duration	Fee	Category
1 Week	**from £3,650**	**Banking and Insurance**
Ref	Language	Certificate
BA465	**English**	**Certificate of attendance**

Introduction

Employee lifecycle management covers the key stages of an employee's journey within an organization, from recruitment and onboarding through development, career changes, and separation. This five-day course provides practical knowledge of how HR systems support, automate, and maintain employee information throughout the complete employee lifecycle.

Objectives

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

- Understand the key stages of the employee lifecycle.
- Manage employee information throughout the lifecycle.
- Apply HR system processes for onboarding, transfers, promotions, and other changes.
- Maintain accurate and up-to-date employee records.
- Understand system workflows, approvals, and controls.
- Manage employee separation and offboarding processes effectively.

Target Audience

- HR Officers and HR Administrators
- HRIS and HR Systems Professionals
- HR Operations Staff
- Personnel and Records Officers
- HR Managers and Supervisors
- HR System Users responsible for employee transactions

Course Outline

Day 1

Employee Lifecycle and HR Systems

- Introduction to employee lifecycle management
- Key stages of the employee lifecycle

- Role of HR systems in lifecycle management
- Employee master data and records
- Data quality and information management

Day 2

Recruitment, Onboarding and Employee Setup

- Recruitment and pre-employment data
- Creating employee records
- Onboarding processes and workflows
- Employee documentation
- Assignments, jobs, positions, and organizational data

Day 3

Employee Changes and Career Management

- Transfers and internal movements
- Promotions and salary changes
- Changes to jobs, positions, and departments
- Leave and absence management
- Managing employee data changes and approvals

Day 4

Performance, Development and Employee Engagement

- Performance management within HR systems
- Learning and development records
- Career and succession information
- Employee self-service and manager self-service
- HR reporting and workforce information

Day 5

Separation, Offboarding and Lifecycle Controls

- Resignation, termination, and retirement processes
- Offboarding workflows and clearance
- Final employee data updates
- Access termination and records management
- Lifecycle reporting and compliance checks
- Practical employee lifecycle management exercise
- Review, discussion, and course assessment

Dates & Venues

Date	Venue	Duration	Fee
22 - 26 Nov 2026	Dubai	1 Week	£3,650

Register or ask about this course online

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