Marketing & Sales · MS462

HR Data Management and Data Quality

Duration	Category	Ref
1 Week	**Marketing & Sales**	**MS462**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Effective HR data management is essential for making informed decisions, improving HR processes, and maintaining reliable employee information. This five-day course provides practical knowledge and skills for managing HR data, improving data quality, ensuring data accuracy, and supporting secure and effective use of HR information.

Objectives

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

- Understand the principles of HR data management and data quality.
- Identify and correct common HR data errors.
- Apply data quality standards and validation techniques.
- Maintain accurate, complete, and consistent HR data.
- Improve HR reporting and decision-making through reliable data.
- Apply appropriate data security and confidentiality practices.

Target Audience

- HR Officers and HR Administrators
- HR Data and Reporting Officers
- HRIS/HR Systems Staff
- Personnel and Records Officers
- HR Assistants
- Managers and professionals responsible for HR data

Course Outline

Day 1

Fundamentals of HR Data Management

- Introduction to HR data management
- Types and sources of HR data
- The employee data lifecycle
- Importance of accurate HR data

- Roles and responsibilities in HR data management

Day 2

HR Data Quality

- Understanding data quality
- Key data quality dimensions: accuracy, completeness, consistency, and timeliness
- Common HR data errors and their causes
- Data validation and verification
- Data cleansing and correction

Day 3

HR Data Systems and Processes

- HR databases and HR information systems
- Data entry standards and procedures
- Data classification and standardisation
- Managing employee master data
- Data integration and synchronisation

Day 4

HR Data Security and Governance

- HR data confidentiality and privacy
- Access controls and authorisation
- Data security risks and prevention
- Data retention and secure disposal
- HR data governance principles

Day 5

HR Reporting and Continuous Data Quality Improvement

- Preparing reliable HR reports
- Data analysis and quality checks
- Identifying data quality problems
- Data quality monitoring and improvement plans
- Practical HR data quality exercise
- Review, discussion, and course assessment

Ask us for a date for this course

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