HR Management · HR340

HR Administration Mastery: From Onboarding to Offboarding

Kuala Lumpur · 14 - 18 Dec 2026

Date	Venue	Duration
14 - 18 Dec 2026	**Kuala Lumpur**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**HR340**	**English**

Introduction

Administrative efficiency in HR is the backbone of a successful employee experience. This course is designed to give HR Coordinators and administrative professionals a full-spectrum understanding of HR administrative functions—covering everything from onboarding new hires to offboarding exiting employees. With a focus on accuracy, compliance, and employee engagement, participants will gain hands-on skills and templates to manage the complete employee lifecycle with confidence.

Course Objectives of HR Administration Mastery

Upon completing this program, participants will be able to:

- Understand the entire employee lifecycle and the role of HR administration
- Handle onboarding processes smoothly, including documentation and induction
- Manage employee records, contracts, leaves, and benefits administration
- Support policy enforcement and performance review logistics
- Execute compliant and respectful offboarding and exit processes
- Maintain HR systems and ensure data accuracy and confidentiality

Course Methodology of HR Administration Mastery

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organizational Impact of HR Administration Mastery

This training program will have a positive impact on organizations by:

- Improved employee retention through structured onboarding

- Stronger compliance with labor regulations and internal policies
- Reduced administrative errors and smoother HR operations
- Better documentation for audits and internal reviews
- Consistent offboarding that protects institutional knowledge and reputation

Personal Impact of HR Administration Mastery

Participants will experience personal growth and development, including:

- Mastery of key HR administrative responsibilities
- Stronger attention to detail and process efficiency
- Enhanced confidence in dealing with employees and documentation
- Preparedness for career advancement within HR functions
- Improved ability to coordinate across departments

Who Should Attend

This training program is ideal for:

- HR Coordinators and Assistants
- HR Officers and Administrative Professionals
- Office Managers handling HR tasks
- Professionals transitioning into HR roles

Course Outlines

Day 1

The Employee Lifecycle and Administrative Foundations

- Introduction to the employee lifecycle: attraction to separation
- The role of HR administration in each stage
- Overview of employment contracts, policies, and compliance requirements
- HR documentation: accuracy, storage, and retrieval

Day 2

Onboarding and Orientation Management

- Pre-onboarding: checklists and preparations
- Welcome packages, documentation, and employee files
- Orientation programs and first-day logistics
- Integration planning: probation periods and feedback collection

Day 3

HR Administration During Employment

- Employee data management in HRIS systems
- Leave and attendance tracking
- Contract amendments, benefits administration, and payroll coordination
- Supporting performance management cycles

Day 4

Policy Enforcement and Record Keeping

- Communicating and applying HR policies
- Handling disciplinary documentation and procedures
- Maintaining legally compliant personnel files
- Preparing for internal and external audits

Day 5

Offboarding and Exit Administration

- Offboarding checklists and clearance procedures
- Managing resignations, terminations, and retirements
- Conducting or supporting exit interviews
- Ensuring data privacy post-employment

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training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14