

DIGITAL HUMAN RESOURCES MANAGEMENT



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Introduction

Digital Human Resources Management Training Course equips HR professionals with the skills needed to modernize workforce processes through technology-driven solutions. Digital HR practices help organizations streamline recruitment, improve employee experience, and make faster, data-informed decisions. This program combines proven digital transformation principles with practical tools for HR information systems, automation, and analytics. Furthermore, it addresses common challenges such as manual HR processes, disconnected systems, and slow adoption of digital tools. Delegates leave with skills they can apply immediately, from configuring HRIS platforms to building employee self-service portals. As a result, organizations benefit from faster HR operations, improved data accuracy, and stronger employee engagement.

Digital Human Resources Management Course Objectives

- Apply digital transformation principles to HR functions
- Configure and manage Human Resources Information Systems (HRIS)
- Use people analytics to support workforce decisions
- Build employee self-service portals for common HR tasks
- Apply automation tools to streamline recruitment and onboarding
- Use applicant tracking systems (ATS) to manage hiring pipelines
- Design digital performance management processes
- Apply data privacy standards when handling employee information
- Use chatbots and AI tools to improve HR service delivery
- Measure digital HR initiative success using adoption metrics

Course Methodology



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- Interactive workshops using real digital HR case studies
- Hands-on exercises configuring sample HRIS features
- Group activities designing self-service portal workflows
- Practical application of people analytics tools
- Short assessments to reinforce daily learning
- Individual action-planning sessions for workplace application

Who Should Take This Course

- HR professionals leading digital transformation initiatives
- HR information systems (HRIS) administrators
- Talent acquisition specialists using digital recruitment tools
- HR managers seeking to modernize processes
- People analytics professionals
- Professionals transitioning into digital HR roles

Digital Human Resources Management Course Outlines

Day 1: Foundations of Digital HR Transformation

- Understanding digital transformation in HR
- Benefits of digital HR over traditional processes
- Overview of Human Resources Information Systems (HRIS)
- Identifying digital readiness within organizations
- Case study: successful digital HR transformation
- Practical exercise: mapping current HR processes
- Group discussion on transformation priorities





Day 2: HR Systems and Data Management

- Configuring and managing HRIS platforms
- Structuring employee data for accuracy and access
- Applying data privacy standards in HR systems
- Integrating HR systems with other business platforms
- Practical exercise: configuring sample HRIS fields
- Group review of data management practices
- Discussion on data governance in HR

Day 3: Digital Recruitment and Onboarding

- Using applicant tracking systems (ATS) effectively
- Automating recruitment and onboarding workflows
- Designing digital onboarding experiences
- Improving candidate experience through technology
- Practical exercise: mapping a digital onboarding journey
- Group review of recruitment automation ideas
- Feedback session on candidate experience design

Day 4: People Analytics and Performance Management

- Introduction to people analytics in HR
- Using data to support workforce planning decisions
- Designing digital performance management processes
- Building simple analytics dashboards for HR metrics
- Case study: analytics-driven HR decision-making

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- Practical exercise: analyzing a sample HR dataset
- Group discussion on analytics applications

Day 5: Employee Experience and Emerging Technologies

- Building employee self-service portals
- Applying chatbots and AI tools in HR service delivery
- Measuring digital HR adoption and success
- Sustaining digital HR initiatives over time
- Exploring emerging technologies in HR
- Action-planning for post-course application
- Final review and course wrap-up

Conclusion

By successfully completing Digital Human Resources Management Training Course, participants will have acquired practical tools for managing HRIS platforms, applying people analytics, and building digital employee experiences. Furthermore, delegates will understand how to apply automation, data privacy standards, and emerging technologies to modernize HR functions. As a result, they will be better equipped to lead digital transformation within their organizations. Gentex Training Center designed this course to help HR teams build faster, smarter, and more connected workforce processes.

FAQs





Q1 What is the "Digital Human Resources Management" course about?

This course covers HRIS management, people analytics, digital recruitment, and employee self-service tools. Participants learn practical methods for modernizing HR functions using technology-driven solutions that improve efficiency and employee experience.

Q2 What are the key benefits of the "Digital Human Resources Management" course?

Participants gain stronger HRIS management skills, improved data-driven decision-making, and better digital recruitment practices. Furthermore, organizations benefit from faster HR operations, improved data accuracy, and stronger employee engagement across departments.

Q3 What skills will I gain from the "Digital Human Resources Management" course?

Delegates develop HRIS management, people analytics, digital recruitment, and employee self-service design skills. These four core competencies help HR professionals modernize workforce processes and improve service delivery across organizations.

Q4 What tools, methods, or standards are covered in the "Digital Human Resources Management" course?

The course covers Human Resources Information Systems (HRIS), applicant tracking systems (ATS), people analytics tools, and data privacy standards, giving participants practical, industry-recognized tools for managing digital HR functions.

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Q5 How is the "Digital Human Resources Management" course applied in real-world practice?

Participants apply HRIS configuration to manage employee data, use ATS platforms to streamline recruitment, and build self-service portals for common tasks, directly improving how organizations deliver efficient, technology-driven HR services.

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