

HUMAN RESOURCE INFORMATION SYSTEMS AND LEADERSHIP EXCELLENCE



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TRAINING CENTER



Introduction

Modern HR functions run on strong systems and strong leaders, and few professionals are equipped to manage both. This Human Resource Information Systems and Leadership Excellence Training Course prepares participants to manage HR technology platforms while developing the leadership skills needed to guide teams and influence organizational outcomes. Attendees learn how to select, implement, and optimize HR information systems (HRIS), alongside core leadership competencies such as decision-making and team development. Furthermore, the course covers data security, system integration, and leadership communication practices that support effective HR operations. As a result, participants gain a dual skill set that strengthens both technical HR management and people leadership. The course combines systems thinking with leadership development, preparing HR professionals for broader organizational impact.

Human Resource Information Systems and Leadership Excellence Course Objectives

- Evaluate and select suitable HRIS platforms
- Manage HRIS implementation and system integration
- Apply data security and privacy standards to HR systems
- Use HRIS reporting features for workforce insights
- Apply leadership frameworks such as situational leadership
- Build decision-making skills for HR leaders
- Develop team coaching and mentoring capabilities
- Manage change during HR system transitions
- Strengthen communication skills for leading HR teams
- Align HR technology strategy with leadership goals



Course Methodology

- Hands-on workshops exploring HRIS platforms and features
- Case studies on HR system implementation projects
- Leadership simulations and role-play exercises
- Group discussions on managing HR technology change
- Templates for HRIS evaluation and leadership planning
- Practical exercises linking systems management with leadership

Who Should Take This Course

- HR Managers overseeing HR systems and teams
- HR Information Systems (HRIS) specialists
- HR Business Partners moving into leadership roles
- IT and HR Technology coordinators
- Senior HR professionals responsible for team leadership

Human Resource Information Systems and Leadership Excellence Course Outlines

Day 1: Foundations of HR Information Systems

- Overview of HRIS functions and components
- Understanding core HR system modules
- Evaluating HRIS platforms based on organizational needs
- Reviewing data structures within HR systems
- Introduction to system integration concepts

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- Assessing HRIS readiness within organizations
- Aligning HRIS strategy with HR objectives

Day 2: Implementing and Managing HR Systems

- Planning HRIS implementation projects
- Managing data migration and system setup
- Applying data security and privacy standards
- Configuring HRIS reporting and dashboard features
- Testing systems for accuracy and reliability
- Training staff on new HR systems
- Troubleshooting common HRIS implementation challenges

Day 3: Foundations of Leadership Excellence

- Understanding core leadership styles and models
- Applying situational leadership frameworks
- Building self-awareness as an HR leader
- Developing emotional intelligence in leadership
- Setting clear expectations for HR teams
- Building trust and credibility as a leader
- Reviewing common leadership challenges in HR

Day 4: Leading and Developing HR Teams

- Applying coaching and mentoring techniques
- Delegating effectively within HR teams
- Managing performance and providing feedback



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- Resolving conflict within HR teams
- Building high-performing HR team structures
- Supporting professional development for HR staff
- Practicing leadership scenarios through role-play

Day 5: Integrating Systems and Leadership for Impact

- Aligning HR technology strategy with leadership vision
- Leading teams through HR system changes
- Using HRIS data to support leadership decisions
- Communicating system changes effectively to staff
- Building a personal leadership and systems action plan
- Measuring the impact of HRIS and leadership improvements
- Course review and closing discussion

Conclusion

By successfully completing Human Resource Information Systems and Leadership Excellence, participants will have acquired practical skills in managing HRIS platforms and leading HR teams with confidence. In addition, they will understand how to align HR technology decisions with strong leadership practices. This knowledge equips HR professionals to manage systems and people effectively within their organizations. Gentex Training Center delivers this course to help HR leaders strengthen both their technical and leadership capabilities.

FAQs





Q1 What is the "Human Resource Information Systems and Leadership Excellence" course about?

This course teaches HR professionals how to manage HRIS platforms while developing strong leadership skills. It covers system implementation, data security, and core leadership frameworks essential to modern HR management.

Q2 What are the key benefits of the "Human Resource Information Systems and Leadership Excellence" course?

Participants gain the ability to manage HR technology more effectively while leading teams with greater confidence. As a result, they become more capable of driving both operational and people-focused HR outcomes.

Q3 What skills will I gain from the "Human Resource Information Systems and Leadership Excellence" course?

Attendees develop skills in HRIS management, data security, leadership communication, and team coaching applicable across HR technology and leadership roles.



Q4 What tools, methods, or standards are covered in the "Human Resource Information Systems and Leadership Excellence" course?

The course covers HRIS platforms and modules, data security and privacy standards, situational leadership frameworks, and coaching and mentoring techniques applied to HR contexts.

Q5 How is the "Human Resource Information Systems and Leadership Excellence" course applied in real-world practice?

Graduates apply these skills by implementing or optimizing HRIS platforms, leading HR teams through system changes, and using data-driven insights to guide leadership decisions within their organizations.