



International Training  
Center Paris

# TRAINING SCHEDULE

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# CERTIFIED HR ADMINISTRATOR (CHRA)

## Overview:

The Certified HR Administrator (CHRA) training program is designed to provide participants with a comprehensive understanding of the essential skills and knowledge required to effectively administer human resources functions within an organization. The program covers a wide range of topics, including recruitment and selection, employee onboarding, performance management, compensation and benefits, employee relations, and legal compliance.

**Objectives: The objectives of the Certified HR Administrator (CHRA) training program are:**

- Develop a basic understanding of human resources principles and practices
- Understand the role of HR in the organization and how it supports business goals
- Learn how to effectively administer various HR functions, such as recruitment, performance management, compensation and benefits, and employee relations
- Understand legal and compliance requirements related to HR administration
- Develop the ability to effectively communicate with employees and HR professionals

Throughout the training program, participants will engage in a variety of learning activities, including case studies, group discussions, simulations, and self-assessment exercises. The program is designed to provide participants with a basic understanding of HR principles and practices, and equip them with the knowledge and skills needed to effectively administer HR functions within their own areas of responsibility.

## Targeted Groups:

- HR administrators
- HR coordinators
- HR assistants
- Early-career HR professionals
- Professionals seeking foundational HR certification

# Planning:

## **Day 1: Introduction to Human Resources Administration**

- Understanding the role of HR in the organization
- Introduction to HR functions and activities
- Overview of HR laws and regulations

## **Day 2: Recruitment and Selection**

- Understanding the recruitment and selection process
- Legal and ethical considerations in recruitment and selection
- Interviewing and selection techniques

## **Day 3: Employee Onboarding and Performance Management**

- Understanding the importance of employee onboarding
- Setting performance goals and objectives
- Performance feedback and coaching

## **Day 4: Compensation and Benefits Administration**

- Understanding the role of compensation and benefits in attracting and retaining employees
- Overview of compensation and benefits programs
- Legal and compliance considerations in compensation and benefits

## **Day 5: Employee Relations and Compliance**

- Understanding the importance of effective employee relations
- Overview of employee relations programs and activities
- Developing effective communication strategies with employees and HR professionals