HR Data and Employee Records Administration Training Course

27 September – 1 October 2027
Addis Ababa

AGILE LEADERS
Training Center

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Ref: 840_224056 **Date:** 27 September – 1 October 2027 **Location:** Addis Ababa **Fees:** 4500 Euro

Overview

HR Data and Employee Records Administration Training Course is a one-week course for HR administrators, records coordinators, people operations teams, HRIS support staff, and supervisors, who leave with an HR Records Administration Control Pack. Participants define employee data fields, classify documents, control record capture, validate updates, manage permissions, apply retention schedules, maintain versions and audit trails, and coordinate record requests and handoffs across paper and digital environments. Agile Leaders Training Center develops HR data and employee records administration capability.

Who Should Attend

- HR administration functions responsible for employee data entry, updates, and record completeness
- Employee records functions responsible for file structure, indexing, retrieval, and lifecycle control
- People operations functions responsible for workforce service requests and process handoffs
- HRIS support functions responsible for field definitions, access roles, and audit trails
- Governance and quality functions responsible for record controls, retention, and review evidence
- Supervisory functions responsible for record ownership, exceptions, and service performance

The course assumes participants handle employee information or record requests, and leaves out legal advice, general HR management, analytics, cybersecurity engineering, and vendor-specific system operation.

Departments and Industries

The course supports departments and industries that maintain employee data and workforce records across their lifecycle.

- Human resources, people operations, shared services, and HR systems
- Records management, information governance, quality, and internal control
- Healthcare, education, retail, and hospitality
- Manufacturing, construction, transportation, and utilities
- Technology, telecommunications, professional services, and nonprofit services

Learning Objectives

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

- Build an employee record taxonomy, file plan, and data dictionary
- Apply capture, indexing, validation, version, and audit-trail controls
- Analyze record quality exceptions and resolve ownership gaps
- Use access matrices, retention schedules, and disposition evidence
- Design controlled request, retrieval, update, and handoff workflows
- Evaluate record controls through a structured file review

Course Agenda

Day 1: Structure Employee Records

- Employee Record Lifecycle and Control Map
- HR Record Taxonomy and Classification Scheme
- Personnel File Plan and Folder Structure
- Employee Data Dictionary and Field Definition Sheet
- Record Ownership and Responsibility Matrix

Day 2: Capture and Validate Records

- Record Creation and Capture Checklist
- Document Indexing and Metadata Profile
- Data Completeness and Validity Rules
- Duplicate Record and Identity Resolution Log
- Record Update and Version Control Register

Day 3: Control Access and Retention

- Role-Based Record Access Matrix
- Confidential File Segregation Method
- Retention Schedule and Review Trigger Table
- Disposition Approval and Evidence Form
- Record Audit Trail and Activity Review

Day 4: Run Record Services

- Employee Record Request Intake Form
- Retrieval, Verification, and Release Workflow
- Lifecycle Event Documentation Checklist
- HR and HRIS Handoff Control Sheet
- Records Exception and Corrective Action Log

Day 5: Practice HR Records Administration

- Exercise: Build an Employee File Plan
- Exercise: Validate and Index a Record Set
- Exercise: Apply Access and Retention Controls
- Exercise: Resolve a Record Request and Handoff
- Capstone: HR Records Administration Control Pack

Practical Exercises

The course uses suggested activities based on employee records in healthcare, retail, manufacturing, and professional services.

- Suggested activity: classify employee documents, assign metadata, and build a controlled file structure.
- Suggested activity: test data fields for completeness, validity, duplication, ownership, and update evidence.
- Suggested activity: apply an access matrix and retention schedule to a mixed record set.
- Suggested activity: process a record request, document a handoff, and close exceptions through corrective actions.

FAQs

Who suits HR data and employee records administration training, and what does it assume?

HR administrators, records coordinators, people operations teams, HRIS support staff, governance functions, and supervisors suit the training; it assumes practical involvement with employee information or record requests.

How does employee records administration differ from general HR management training?

Employee records administration concentrates on file plans, data definitions, capture, indexing, validation, access, retention, versions, audit trails, and request workflows, while general HR management addresses broader workforce policies and practices.

What controls improve HR data and employee record quality?

Record quality improves through controlled field definitions, ownership, validation rules, duplicate checks, required metadata, version history, update evidence, exception logs, and scheduled file reviews.

How should access to employee records be administered?

Employee record access should follow defined roles, purpose, approval, segregation, retrieval controls, activity evidence, and periodic review, with exceptions documented and resolved through an assigned owner.

How does a retention schedule support employee records administration?

A retention schedule links record classes to approved review and disposition actions, assigns ownership, prevents indefinite unmanaged storage, and preserves evidence of authorization without replacing applicable legal advice.

Conclusion

Participants take back an HR Records Administration Control Pack containing a taxonomy, file plan, data dictionary, validation rules, access matrix, retention schedule, audit-trail review, service workflow, and exception log. It changes scattered files and updates into controlled record services. The pack supports consistent capture, protection, retrieval, maintenance, review, and handoff.