HR Administrator Diploma

This HR Administrator training will give you a broad range of skills, including understanding the principles of HR and advanced IT skills.

pitman™ training

Tel: 020 7256 6668

This diploma is for those who want to take on an Administrator role within a HR department. Ideal if you hold a longer term ambition to work as a HR Manager it will give you a great foundation of skills to start to look for HR administration positions.

Our HR Administrator Diploma has been developed to give you the professional skills you need to get a job within any HR department or take on HR duties and succeed.

Within any organisation, it's the people who make the biggest difference to its overall success – especially if they feel motivated, highly valued and supported in their roles. So, it's of paramount importance that people wishing to have HR responsibilities are highly skilled. Our HR Administrator Diploma will give you a broad range of skills, including understanding the principles of HR and advanced IT skills.

- Flexible training which fits around your commitments
- Support on hand from our friendly course advisors
- Get the skills in demand by employers

Aims and Objectives

The HR Administrator Diploma will give you a great foundation to take your career in any direction – be it in a broad HR role or moving into the specialist areas of employment law, payroll or training and development.

Pre-Requisites

You don't need to hold any specific qualifications before starting this diploma training.

Career Path

HR is a unique role which is guided by specific rules and regulations. From the position of HR Administrator you could progress to become HR Manager or run your own HR consultancy business.

CPD Points 175

(Awarded CPD points upon successful completion).

Core Courses

HR Essentials

HR Essentials is an entry-level HR training course. You'll learn essential knowledge on area such as recruiting new staff, employment contracts, salary processing and maternity rights.

Payroll Principles

Payroll Principles is a great short course that can be studied in just four hours. The course is designed to teach those new to payroll the theory behind the practicalities of running a business's company payroll.

Typaz

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. Comprising ten lessons, you'll also receive guidance on ergonomics, technique and accuracy.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over 10 self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.

Sage 50 Payroll

Amongst all our finance courses, Sage training is the most popular and the most in demand. This course brings you the skills you need to use this popular payroll program.

Elective courses (choose one)

- **The Legal Aspects of Interviewing**
- **Mentoring**
- **Team Leadership**
- **Successful Hiring**
- **Effective Performance Appraisals**
- **LinkedIn for Jobseekers**

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

City of London: Salisbury House, London Wall, London, EC2
Oxford Circus: 50 Margaret Street, London, W1

Tel: 020 7256 6668   Web: www.pitmanlondon.co.uk

Guideline Learning Time
175 hours flexi study or 7 weeks full-time
(Full-time based on approx 20-30 hours a week)