



## **External Training Course**

### **Digital Transformation in Human Resource Practices**

**From 08 Sep. To 12 Sep. 2025**

**From 13 Oct. To 17 Oct. 2025**

**From 17 Nov. To 21 Nov. 2025**

**From 08 Dec. To 12 Dec. 2025**

**Holiday Inn Manchester - City Centre by IHG  
Manchester, UK**

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**Course Overview**

In the era of rapid digitalization, Human Resources functions are being transformed by advanced technologies, data-driven insights, and innovative digital platforms. This intensive 5-day course is tailored for Personnel & Administration Officers to equip them with the knowledge, tools, and skills needed to leverage digital solutions in HR management. Participants will gain a practical understanding of digital HR practices, automation, cloud-based HR systems, and data analytics to streamline processes, enhance decision-making, and improve employee experience.

**Course Objectives**

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

- Understand the fundamentals of digital transformation in HR and its impact on personnel administration.
- Apply modern HR technologies such as HRIS, cloud systems, AI, and automation tools.
- Implement digital processes for recruitment, onboarding, payroll, performance management, and employee engagement.
- Use HR analytics to generate insights and support strategic decision-making.
- Strengthen compliance, data privacy, and cybersecurity in digital HR practices.
- Align HR digitalization strategies with organizational goals for long-term growth.

**Target Audience**

Personnel Officers.

Administration Officers.

HR Assistants and Coordinators.

HR Specialists.

Professionals seeking to upgrade their HR digital skills.

**Training Methodology**

Hands-on exercises with HR software and platforms.

Simulation of real-life HR digital scenarios.

Interactive discussions and experience sharing.

Group project for practical application of course concepts.

Continuous assessment through quizzes and exercises.

## **Personal Impact**

Confidence in implementing HR digital tools.

Ability to interpret and use HR data effectively.

Enhanced productivity and decision-making skills.

Improved career value as a digital-savvy HR professional.

## **Organisational Impact**

Streamlined HR operations and reduced manual work.

Faster recruitment, onboarding, and payroll processing.

Enhanced employee engagement and retention.

Compliance with data privacy and security standards.

Data-driven insights supporting organizational growth and strategy.

## **Course Content & Outline**

### **Day 1: Foundations of Digital HR Transformation**

- Understanding Digital HR: definition, scope, and global trends.
- Evolution from traditional HR to digital-first HR.
- Key drivers for HR digitalization (AI, cloud computing, mobile platforms).
- Role of Personnel & Admin Officers in leading digital adoption.
- HR digital maturity models and benchmarking.
- Introduction to HR Information Systems (HRIS) & cloud HR platforms.
- Benefits of digital HR: efficiency, accuracy, engagement, and analytics.
- Identifying organizational gaps and opportunities for HR digitalization.

### **Day 2: Digital Tools for Core HR Functions**

- Digital recruitment strategies: e-recruitment platforms, social recruiting, and automated candidate screening.
- Applicant Tracking Systems (ATS): features, benefits, and implementation.
- Online onboarding: automated workflows, e-documentation, and welcome portals.
- Payroll automation: direct deposit, digital payslips, tax compliance, and audit trails.
- Attendance and leave management systems: biometric, mobile check-ins, and self-service.
- Employee self-service portals: HR apps for requests, updates, and communications.
- Performance management digital tools: goal setting, KPIs, and real-time feedback systems.
- Integrating tools for seamless HR operations.

### **Day 3: Data-Driven HR & Analytics**

- Introduction to HR metrics, KPIs, and dashboards.
- Workforce analytics: trends, forecasting, and planning.
- Predictive analytics in recruitment, retention, and turnover management.
- Employee engagement surveys: online data collection and analysis.
- Using HR data for learning & development planning.
- Visualization tools for presenting HR insights effectively.
- Linking HR analytics to business performance and strategy.
- Benchmarking HR metrics against industry standards.

### **Day 4: Compliance, Security & Change Management**

- Digital HR compliance: GDPR, local labor laws, and internal policies.
- Data privacy strategies for personnel records and HR systems.
- Cybersecurity threats in HR: phishing, ransomware, unauthorized access.
- Risk management and mitigation in HR digitalization.
- Change management strategies: communication, training, and support.
- Overcoming resistance to new technologies in HR teams.
- Developing a culture of continuous digital adoption and learning.
- Governance frameworks for digital HR processes.

### **Day 5: The Future of HR in the Digital Age**

- AI in HR: chatbots, candidate screening, performance predictions.
- Automation in routine HR tasks: approvals, reminders, and notifications.
- Virtual reality and gamification in training and employee engagement.
- Remote work solutions: collaboration tools, monitoring, and digital productivity.
- HR digital transformation roadmap: steps, priorities, and timelines.
- Designing a future-ready HR function aligned with business strategy.
- Group activity: create a department-level digital HR improvement plan.
- Evaluation and feedback for continuous learning and improvement.



### Course Agenda:

#### (1<sup>st</sup> Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	<u>Discuss Course Major Points:</u> <ul style="list-style-type: none"> <li>• Foundations of Digital HR Transformation.</li> <li>• Digital Tools for Core HR Functions.</li> <li>• Data-Driven HR &amp; Analytics.</li> <li>• Compliance, Security &amp; Change Management.</li> <li>• The Future of HR in the Digital Age.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Foundations of Digital HR Transformation:</u> <ul style="list-style-type: none"> <li>• Understanding Digital HR: definition, scope, and global trends.</li> <li>• Evolution from traditional HR to digital-first HR.</li> <li>• Key drivers for HR digitalization (AI, cloud computing, mobile platforms).</li> <li>• Role of Personnel &amp; Admin Officers in leading digital adoption.</li> <li>• HR digital maturity models and benchmarking.</li> <li>• Introduction to HR Information Systems (HRIS) &amp; cloud HR platforms.</li> <li>• Benefits of digital HR: efficiency, accuracy, engagement, and analytics.</li> <li>• Identifying organizational gaps and opportunities for HR digitalization.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

#### (2<sup>nd</sup> Day) Agenda

9.00	11.30	<u>Digital Tools for Core HR Functions:</u> <ul style="list-style-type: none"> <li>• Digital recruitment strategies: e-recruitment platforms, social recruiting, and automated candidate screening.</li> <li>• Applicant Tracking Systems (ATS): features, benefits, and implementation.</li> <li>• Online onboarding: automated workflows, e-documentation, and welcome portals.</li> <li>• Payroll automation: direct deposit, digital payslips, tax compliance, and audit trails.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Digital Tools for Core HR Functions:</u> <ul style="list-style-type: none"> <li>• Attendance and leave management systems: biometric, mobile check-ins, and self-service.</li> <li>• Employee self-service portals: HR apps for requests, updates, and communications.</li> <li>• Performance management digital tools: goal setting, KPIs, and real-time feedback systems.</li> <li>• Integrating tools for seamless HR operations.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (3<sup>rd</sup> Day) Agenda

9.00	11.30	<u>Data-Driven HR &amp; Analytics:</u> <ul style="list-style-type: none"> <li>• Introduction to HR metrics, KPIs, and dashboards.</li> <li>• Workforce analytics: trends, forecasting, and planning.</li> <li>• Predictive analytics in recruitment, retention, and turnover management.</li> <li>• Employee engagement surveys: online data collection and analysis.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Data-Driven HR &amp; Analytics:</u> <ul style="list-style-type: none"> <li>• Using HR data for learning &amp; development planning.</li> <li>• Visualization tools for presenting HR insights effectively.</li> <li>• Linking HR analytics to business performance and strategy.</li> <li>• Benchmarking HR metrics against industry standards.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (4<sup>th</sup> Day) Agenda

9.00	11.30	<u>Compliance, Security &amp; Change Management:</u> <ul style="list-style-type: none"> <li>• Digital HR compliance: GDPR, local labor laws, and internal policies.</li> <li>• Data privacy strategies for personnel records and HR systems.</li> <li>• Cybersecurity threats in HR: phishing, ransomware, unauthorized access.</li> <li>• Risk management and mitigation in HR digitalization.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Compliance, Security &amp; Change Management:</u> <ul style="list-style-type: none"> <li>• Change management strategies: communication, training, and support.</li> <li>• Overcoming resistance to new technologies in HR teams.</li> <li>• Developing a culture of continuous digital adoption and learning.</li> <li>• Governance frameworks for digital HR processes.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (5<sup>th</sup> Day) Agenda

9.00	11.30	<u>The Future of HR in the Digital Age:</u> <ul style="list-style-type: none"> <li>• AI in HR: chatbots, candidate screening, performance predictions.</li> <li>• Automation in routine HR tasks: approvals, reminders, and notifications.</li> <li>• Virtual reality and gamification in training and employee engagement.</li> <li>• Remote work solutions: collaboration tools, monitoring, and digital productivity.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>The Future of HR in the Digital Age:</u> <ul style="list-style-type: none"> <li>• HR digital transformation roadmap: steps, priorities, and timelines.</li> <li>• Designing a future-ready HR function aligned with business strategy.</li> <li>• Group activity: create a department-level digital HR improvement plan.</li> <li>• Evaluation and feedback for continuous learning and improvement.</li> </ul>
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch