



External Training Course

Digital Transformation in Human Resource Practices

From 22 Sep. To 26 Sep. 2025

From 27 Oct. To 31 Oct. 2025

From 24 Nov. To 28 Nov. 2025

From 22 Dec. To 26 Dec. 2025

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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:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	<u>Discuss Course Major Points:</u> • Foundations of Digital HR Transformation. • Digital Tools for Core HR Functions. • Data-Driven HR & Analytics. • Compliance, Security & Change Management. • The Future of HR in the Digital Age.
11.30	12.00	Coffee Break
12.00	14.00	<u>Foundations of Digital HR Transformation:</u> • 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.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	<u>Digital Tools for Core HR Functions:</u> • 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.
11.30	12.00	Coffee Break
12.00	14.00	<u>Digital Tools for Core HR Functions:</u> • 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.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>Data-Driven HR & Analytics:</u> • 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.
11.30	12.00	Coffee Break
12.00	14.00	<u>Data-Driven HR & Analytics:</u> • 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.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>Compliance, Security & Change Management:</u> • 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.
11.30	12.00	Coffee Break
12.00	14.00	<u>Compliance, Security & Change Management:</u> • 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.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>The Future of HR in the Digital Age:</u> • 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.
11.30	12.00	Coffee Break
12.00	14.00	<u>The Future of HR in the Digital Age:</u> • 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.
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch